

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

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

STAFF PRESENT: Don Horton, Lindsey Lombard, Bruce Ronning, Theresa Albert, Ed Moore, Andie Lindgren, Jan Taylor, Norm Ziesmer and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: Scott Hammers, The Bulletin.

VISITORS: Michael Graham, Foster Fell and Dave Stensland.

Chair George Thayer convened a work session at 5:35 pm.

Website Update

Andie Lindgren conducted a demonstration of updates to the district's website. She stated the current website was created in 2005 and a lot has changed in the way people use websites during the last five years. She noted that the website is the district's most important communication tool that has experienced about 20,000 visits per month. Andie stated it is anticipated the updated website will go live in late November and invited the board to share their observations and recommendations.

Archive Policy

Paula Lowery referred to the Archive Policy provided as an attachment to the board report and explained the management of district archives is regulated under state statutes. She stated the policy has been in place since 2000 and was updated in 2008. The types of archived documents were identified and she stated the board will be asked to formally approve the policy at the December 7 meeting.

Access Plan

Bruce Ronning identified the main features of the proposed Access Plan and noted it upholds the district's mission and values. He added that the policy also aligns several sets of access guidelines. Norm Ziesmer reported a public meeting was attended by a good representation of people with varying disabilities and able-bodied residents. He noted many of the meeting participants would like to see more accessible trails and better access to Skyline Park. He explained that he will be working with park services in conjunction with the department's development of an Asset Management Plan to address improvements identified in the Access Plan. Norm noted that a form is provided in the appendix of the plan that allows anyone to submit recommendations regarding barriers or issues encountered in district parks, facilities and on trails. Ted Schoenborn asked if there will be a way to differentiate the types of trails and degree of accessibility. Bruce Ronning explained that will be addressed with the district's sign program that is currently being done. He noted the general parameters of the sign program will influence what that designation will look like. He also noted that while an inventory of trails inside parks has been completed, all trail connections outside of the parks have not been identified which is work that remains to be done with respect to the Access Plan. George Thayer asked about plans for hard surface trails. Don Horton explained the use of hard surface trails will need to be prioritized and incorporated in the Asset Management Plan. He added this work will be reflected in the coming year's budget.

Board Workshop

Don Horton explained that staff is proposing a board workshop for early January in order to receive board direction in preparation for the upcoming budget cycle. He identified four topics for board consideration in planning an agenda as: employee benefits, Capital Improvement Plan, review and update of the Annual Work Plan, and presentation of an updated Guide for Public Officials. The board agreed to schedule a workshop in January to address the proposed agenda.

George Thayer, Ted Schoenborn, Don Horton, Bruce Ronning, Jan Taylor, and Norm Ziesmer all gave brief reports on the National Park & Recreation Association Congress held in late October.

The work session was concluded at 6:43 pm.

EXECUTIVE SESSION

Chair George Thayer convened an executive session at 6:45 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 7:03 pm.

VISITORS

Foster Fell addressed the board regarding the management of geese in the parks. He requested time on the agenda to discuss his concerns with the board. The board members present determined that Mr. Fell could present his concerns during the time provided for visitors' comment and declined the request to make the topic a future agenda item.

CONSENT AGENDA

Minutes – October 19, 2010

Contract Award: Pine Nursery Water Line

Contract Award: Central Oregon Basketball Officials Association to provide game officials

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

Approve Contract with Trust for Public Lands for the acquisition of Miller's Landing

Don Horton provided an overview of the proposed contract with Trust for Public Lands (TPL) for the purchase of Miller's Landing. He referred to a purchase and sale agreement provided as an attachment to the board report. He reviewed a summary of fundraising efforts including the district's contribution of \$850,000, contributions from the community in the amount of \$356,000, and funds from foundations and grants in the amount of \$460,000. He explained that closing on the property is to be scheduled on or before December 31, 2010. He stated that TPL, through a bridge loan from the Collins Foundation will close on the property and hold it until the district acquires the property for an amount not to exceed \$1,100,000. He stated that TPL has approved the contract and is ready to move forward with the purchase. George Thayer complimented Ruth Williamson's efforts to acquire the property and Greg Cushman's undertaking of the community fundraising piece of the project. Ted Schoenborn moved to authorize the executive director to negotiate and execute a contract with Trust for Public Lands to acquire the Miller's Landing property for an amount not to exceed \$1,100,000. Scott Asla seconded the motion. Ted Schoenborn, Scott Asla and George Thayer all voted aye. Motion passed.

Accept Park Access Study

Bruce explained the board is being asked to formally accept the Access Study as presented in the work session. Scott Asla moved to accept the Park Access Study dated November 16, 2010. Ted Schoenborn seconded the motion. Scott Asla, Ted Schoenborn, and George Thayer all voted aye. Motion passed.

Pioneer to Revere Phase III Deschutes River Trail Engineering & Design Contract (Rejection of all Proposals – issue new RFP)

Bruce Ronning reviewed information provided in the board report regarding grant funding awarded by the Oregon Transportation Commission for the design and engineering of Phase III of the Pioneer to Revere section of the Deschutes River Trail. He explained the grant was rescinded by ODOT pending further review by their staff and the subsequent decision by district staff to move ahead with the design project absent the grant funding. He stated the district issued a Request for Proposals (RFP) with the hope that the project scope would be completed to a degree that would allow the district to apply for a Recreation Trails Program (RTP) grant in the 2011 funding cycle and other potential grant opportunities to help fund the anticipated 2011-12 Phase III construction project. Bruce reviewed the scope of the RFP that was issued October 12, 2010. He stated the district received five proposals and staff completed a detailed scoring process of the proposals on November 3. He stated the district also received an email from ODOT staff on November 3 reinstating the grant that had been previously rescinded. He explained that the district's issued RFP contained a request for and scoring of price proposals which would not meet ODOT criteria for proposal selection resulting in the project being disqualified from receiving the grant. Bruce stated that by rejecting all proposals and issuing a new RFP that meets ODOT requirements the \$78,940 grant will become available to the district to offset the project design costs and without including the RTP grant deadline, a longer timeline to complete the work will result in a comprehensive, higher quality product. He added the new RFP will also enhance the environmental analysis component to ensure the requirements of the National Environmental Policy Act (NEPA) are met. He recommended the board reject all proposals and authorize staff to move forward with a new RFP that meets ODOT criteria. He added that it is expected the project will stay on target for funding of construction in next year's budget. Scott Asla moved to reject all proposals submitted for the October 12, 2010, Phase III of the Pioneer to Revere section of the Deschutes River Trail RFP and authorize staff to issue a new RFP that meets ODOT criteria. Ted Schoenborn seconded the motion. Scott Asla, Ted Schoenborn and George Thayer all voted aye. Motion passed.

Colorado Street Dam Paddle Trail Design

Robin Laughlin reviewed the history of the project and subsequent approval of the board of the Option 1A design. She reviewed the components of the design and explained the process for soliciting Request for Proposals. She stated four proposals were received and reviewed by a team of staff and community stakeholders identified in the board report resulting in the selection of two consultant teams for interviews. She stated that as a result of the interviews and reference checks staff is recommending the board accept the proposal from OTAK and authorize the executive director to negotiate a contract. Don Horton announced a conflict of interest on behalf of Scott Wallace who serves on the design team for the OTAK proposal. Ted Schoenborn moved to accept the OTAK proposal for the Colorado Dam Paddle Trail improvements and to authorize the executive director to negotiate and execute a contract with OTAK for an amount not to exceed \$235,860.00. Scott Asla seconded the motion. Ted Schoenborn, Scott Asla and George Thayer all voted aye. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

Don Horton reported he has received a request from Rush Soccer to charge for parking during their use of district facilities for their tournaments. He stated that he denied a similar request that was made this past summer as it was not timely enough to allow staff to evaluate how it would impact other park users who were not participating in Rush tournaments. He stated that he has been assured that other park users will

not be charged and Rush has offered to split the profits from the parking fees with the district. Ted Schoenborn stated it may be worthwhile to try the proposal in order to determine any drawbacks and advantages to allowing Rush to charge for parking. Scott Asla shared personal experience with being charged for parking when his children participated in tournaments and noted it can become fairly expensive for participants. George Thayer suggested sectioning off portions of facility parking lots to accommodate public parking for those who are not participating in tournaments. The general consensus of the board was to allow the proposal on a trial basis.

Don Horton reported that Wayne Smith, Director of Recreation Services, has announced his retirement effective June 30. He added that he anticipates the results of the planned recreation needs assessment will influence the type of person to be chosen to fill the position.

Don Horton shared an award presented to the district by the Central Oregon Association of Realtors for Outstanding Community Enhancement for the development of the Pine Nursery Community Park.

Don Horton reported he has received a proposal to add a community garden to Larkspur Park. He stated that staff will do an in-house assessment to identify locations and determine whether it will be a partnership effort.

GOOD OF THE ORDER

Ted Schoenborn reported the City Club topic this week is childhood obesity and noted that he will be out of town and not able to attend the meeting. He expressed concern that the district is not well represented in these public discussions. Don Horton assured him that staff would attend the meeting.

Scott Asla endorsed the idea of a community garden for Larkspur Park.

George Thayer noted that growers in the community garden in Minneapolis dedicate one row of the plots to local food banks.

As there was no further business the meeting was adjourned at 7:55 pm.

Prepared by,

Paula Lowery
Executive Assistant

George Thayer, Chair

Scott Asla, Vice-Chair

Ted Schoenborn

Ruth Williamson

Scott Wallace