



**Bend Park &
Recreation**
DISTRICT

Board of Directors

Board Meeting Minutes – April 21, 2015

BOARD PRESENT

Dan Fishkin, Chair
Craig Chenoweth, Vice Chair
Ted Schoenborn
Scott Wallace
Nathan Hovekamp

STAFF PRESENT

Don Horton, Executive Director
Vanessa DeMoe, Assistant to the Executive Director
Michelle Healy, Strategic Planning & Design Director
Lindsey Lombard, Finance Director
Matt Mercer, Director of Recreation
Pat Erwert, Park Services Director
Jan Taylor, Community Relations Manager
Theresa Albert, HR Manager
Gina Brooksbank, Recreation Analyst
Colleen McNally, Marketing Manager
Jeff Hagler, Park Steward Manager
Sasha Sulia, Natural Resources Manager
Brian Hudspeth, Construction Manager
Russ Holliday, Sports Program Manager
Kevin Collier, Sports Program Coordinator
Mark Ellington, Facilities & Construction Manager

LEGAL COUNSEL Paul Taylor

MEDIA Chad Hammers, The Bulletin



Staff Introductions

Gina Brooksbank, Administrative Analyst for the Recreation Department

Matt Mercer introduced Gina as the newly hired Recreation Analyst. Gina shared that she was happy to be in Bend and working with the District. Her background includes work as a firefighter, an analyst for the City of Henderson, and most recently, work with the City of Bend on the vacation rental project.

5:30 PM WORK SESSION

1. Colorado Dam Safe Passage Management and Communications – *Jan Taylor & Pat Erwert*

Pat Erwert and Jan Taylor gave a presentation to the Board on the Colorado Dam Safe Passage (now known as the Bend Whitewater Park) management and communications plan. The presentation covered the District's draft operations and maintenance plan, as well as public information and communication tactics.

Information covered regarding operations and maintenance included:

- Facility goals
- Constraints
- Whitewater Channel Operations
- Safe Passage Channel
- Native Plant and Wildlife Channel
 - Educate about staying out of the riparian habitat areas
- Water level management and flow distribution to channels
- Maintenance Activities
- Challenges & Opportunities
 - Parking, wave settings, wetland and riparian areas, river use etiquette, limited access during the first year, frazil ice removal, in- water repairs to bladder system

Information covered regarding public information and communication included:

- Phases of communications
- Communication tactics
 - Webpage on BPRD site
 - Facebook page
 - Video instructions and information
 - Advertisements for print and radio
 - Public service announcements
 - Social media
 - Stewardship communications
 - Networking with BPTA

2. Simpson Pavilion Business Plan and Budget – *Matt Mercer*

Mr. Mercer gave a presentation to the Board on the business plan and budget for the Simpson Pavilion. His presentation focused on the following topics:

- Planning Mission & Vision for the facility
- Seasons & Hours
- Scheduling Considerations
- Ice Drop-in Programs
 - Open skate, fitness/lap skate, stick and puck, freestyle, family skate, parent-tot, curling, flex skate
 - Consider speed skating as subcategory of the fitness/lap skating
 - Flex time is built in to have a way to see over time what interests develop

- Ice registration programs
 - Skate school, hockey school, adult hockey league, curling league, school programs, Bend Ice competitive programs
- Other services
 - Skate rental, youth hockey kits, food & beverage, accessories, sponsorship, naming rights
- Non-ice programs
 - Mr. Mercer shared a list of general programs. He said that some of the biggest needs are a large summer youth camp and camps running on non-school days and early-release days. Programs will be trial and error as we go through the first few seasons.
- Organizational Chart
 - Mr. Mercer shared the organizational chart and explained that the approach was to explore how the District can support broader management programming without bringing on new staff. He explained that the approach was for two reasons, one being financial, and the other is that the District already has the expertise in our current staff.
- Pro Forma Budget
 - Mr. Mercer shared projections based on available information and on 2-5 years of operations. He also discussed revenue sources, operating expenses and pricing structure.

7:00 PM REGULAR MEETING

VISITORS

Barb Campbell – Ms. Campbell stated that she was not in favor of naming rights. She added that she may be okay with naming rights if they were local companies. She said that she appreciated that the District provides dog bags, however would like to see a product that uses less plastic and is smaller and biodegradable. Ms. Campbell also commented on the use of SDC's for affordable housing; she said that she voted to have separate taxes for the park system and still believes it's a good system, however she encouraged the District to give up SDC's for affordable housing and take a larger view of the District's role in the community and economy.

Keith Scott – Mr. Scott stated that he is an advocate for the Mirror Pond project and encouraged the City and the District to move forward. He said that parking for direct access should be retained for convenience and that the final decision should be put to a vote by the residents of Bend.

CONSENT AGENDA

1. Meeting Minutes
 - a. 3/3/15
 - b. 3/17/15
2. Grant easement to Robert and Loriann Tadevic at First Street

Director Schoenborn made a motion to approve the Consent Agenda. Director Wallace seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Park Facility Naming – *Don Horton*

On March 31, 2015 the Park Naming Advisory Committee was convened to consider park names for recommendation to the Bend Park and Recreation District Board of Directors. The Committee recommended that the Colorado Dam safe passage whitewater play area be named the Bend Whitewater Park; and the Riley Ranch Nature Reserve site at 63599 O.B. Riley Road, be officially named Riley Ranch Nature Reserve.

Director Hovekamp made a motion to approve the Park Naming Advisory Committee recommendations of Bend Whitewater Park and Riley Ranch Nature Reserve, to become the official names for those properties. Director Schoenborn seconded, the motion passed unanimously, 5-0.

2. Third Quarter Review of CIP – *Lindsey Lombard & Michelle Healy*

Lindsey Lombard and Michelle Healy provided the quarterly review of the Five Year Capital Improvement Plan (CIP) for fiscal years ending 2015 – 19. They briefly covered the active and future projects and covered specific project information including:

- current status
- current timeline
- current cost estimate
- significant changes in scope
- overall financial impact to each funding source allocation over the five-year period of the CIP

EXECUTIVE DIRECTOR'S REPORT

House Bill 3283, Mirror Pond

- Don shared that he had attended a hearing in Salem for HB 3283. He reported that twelve people gave testimony in favor of the bill. A unanimous vote by House Committee on Rural Communities, Land Use, and Water moved the bill forward to the budget-writing committee.

Mirror Pond Ad Hoc Committee meeting

- Thursday, April 23, 1:00 pm at the District office

Budget Tour

- tomorrow, April 22

Budget Committee meetings

- May 11, 13 & 19
- May 19th Board meeting is tentatively canceled, if not needed for Budget meeting

CAPRA visitation update and schedule

Mayor Becker tour & Karnopp Petersen Business 20/20 event (attended by Don Horton and Michelle Healy on Wed. 4/15)

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

Director Wallace and Chair Fishkin will attend the Bend Timbers Build It Forward event on Saturday, 4/25. The invite was extended to all Board members.

ADJOURN 8:06 p.m.

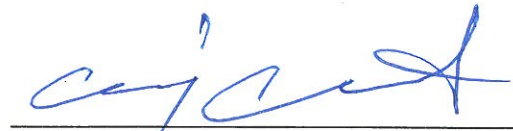
EXECUTIVE SESSION – The board of directors met in an executive session pursuant to ORS 192.660(2)(h) and ORS 192.660(2)(e) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and for the purpose of discussing real property transactions.

Prepared by,

Vanessa DeMoe
Executive Assistant



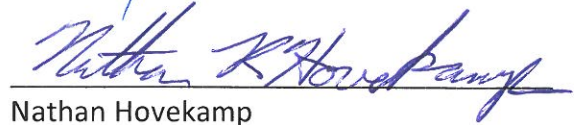
Dan Fishkin, Chair



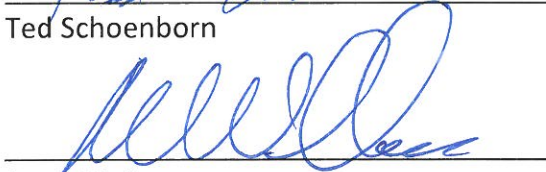
Craig Chenoweth, Vice-Chair



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Scott Wallace

