



**Bend Park &  
Recreation**  
DISTRICT

## Board of Directors

March 17, 2015 Board Meeting Minutes

District Office Building | 799 SW Columbia | Bend, Oregon

### BOARD PRESENT

Dan Fishkin, Chair

Craig Chenoweth, Vice Chair

Ted Schoenborn

Nathan Hovekamp

Scott Wallace - absent

### STAFF PRESENT

Don Horton, Executive Director

Vanessa DeMoe, Assistant to the Executive Director

Theresa Albert, Human Resources Manager

Lindsey Lombard, Finance Director

Matt Mercer, Director of Recreation

Pat Erwert, Park Services Director

Michelle Healy, Strategic Planning & Design Director

Jan Taylor, Community Relations Manager

**LEGAL COUNSEL** Paul Taylor

**MEDIA** Scott Hammers, The Bulletin



### 5:30 PM WORK SESSION

1. Special Districts Association of Oregon (SDAO) - *Rob Mills, SDAO*

Rob Mills, on behalf of Special Districts Association of Oregon (SDAO), led a discussion on Board Practices Assessment (BPA). He explained that the purpose of the BPA is to provide a format for facilitated discussion among board members about their governance practices and on how well they “measure up” to other District Boards in the State. By assessing its strengths and weaknesses in key performance areas, the board may discover ways to improve process and outcomes. Mr. Mills went through the special district board practices assessment with the Board and they shared and discussed how they think they are performing on each key performance area.

## 7:00 PM REGULAR MEETING

### VISITORS

Keith Scott – Mr. Scott encouraged the Board to move forward with the Mirror Pond project. He said that parking and accessibility are important things to consider as the project moves forward.

### CONSENT AGENDA

1. Mirror Pond Resolution
2. ~~Needs Based Assistance Plan for FY 15-16~~ This item was moved to the Business Session as Item 1.

Director Hovekamp asked for clarification on the purpose of moving this forward. Chair Fishkin explained that it is to show that the District has completed this phase of inquiry and recommendation on how to address the Mirror Pond issue; to hopefully show solidarity with the City in terms of coming together as a community to implement a plan and start to explore how to implement the plan. Executive Director Horton added that it adopts the vision and expands the charge of the ad hoc committee.

**Director Schoenborn made a motion to adopt Resolution # 375, "A RESOLUTION AUTHORIZING CONTINUED STUDY OF POTENTIAL FUTURE ACTION RELATING TO THE PORTION OF THE DESCHUTES RIVER UPSTREAM FROM AND INCLUDING THE PACIFIC POWER HYDRO-ELECTIC DAM." Director Chenoweth seconded. The motion passed unanimously, 4-0.**

### BUSINESS SESSION

1. Needs Based Assistance Report and FY 15-16 Plan – *Matt Mercer*

Mr. Mercer explained that the Needs-Based Assistance Policy, adopted by the Board on December 19, 2012, established priorities in order to ensure the highest and most critical needs for financial assistance are met with available resources. He stated that a significant part of the policy is for staff to bring the Board recommendations for their approval for a needs-based assistance plan for the upcoming year. Mr. Mercer provided a summary of the program and shared the recommendations for the upcoming year for the Board's consideration. He clarified that the motion was to provide a general agreement from the Board on the recommendations for the fiscal year 2015-16 Needs-Based Assistance Plan, the Budget Committee will approve the budget.

**Director Hovekamp made a motion to approve the fiscal year 2015-16 Needs-Based Assistance Plan. Director Chenoweth seconded. The motion passed unanimously, 4-0**

2. Latino Outreach Update– *Matt Mercer, Sue Jorgensen, Kathya Avila Choquez & Sara Romish*

Mr. Mercer provided background on the Latino Outreach program and introduced staff who would provide further details and highlights of the program. He shared that the initiative was created out of the needs assessment in 2012, identified growth in Latino populations. Create initiative in strategic plan, hired position

Ms. Jorgensen and Ms. Choquez shared program highlights including:

- Program Goals
- Outreach – educating on current programs, going in to neighborhoods and parks to share and gather information, targeted programs, feature in Playbook, latino open house at JSFC
- Making personal connections
- Cultural competency – talk with staff about cultural differences and expectations, work at multiple locations, discover what programs the community would like to see
- Bilingual classes, translation and interpretation
- Reduce Barriers – person to person, oral communication very important
- Networking with groups
- Next steps

Mr. Mercer took the opportunity to share that Sue Jorgensen was recently retired. He shared a few words about Sue's career with the District and some of her major accomplishments. The Board congratulated her on her retirement as well as her many accomplishments and thanked her for her work.

### 3. Volunteer Program – *Kim Johnson, Jan Taylor*

Ms. Johnson shared information on the District volunteer program with the Board. The presentation highlighted the following information:

- 2014 Volunteer Involvement
- Policy Philosophy statement
- Who volunteers, long term and maybe just for an event
- Statistics
  - more than 2000 volunteers
  - over 78k hours
  - FTE=37.8 staff
- Volunteer service impact
- Essential volunteers
- Youth sports volunteers
- Program support volunteers
- Student volunteers
- Community involvement
- Challenges and opportunities
- Volunteer management tools
- Recruitment and marketing
- Future volunteer involvement

## **EXECUTIVE DIRECTOR'S REPORT**

Important dates and upcoming events:

April 7<sup>th</sup> Board meeting canceled

Board Training – June 11<sup>th</sup> or 18<sup>th</sup> in Redmond

Project Tour – (Executive Session) April 1<sup>st</sup> [this has since been canceled, new date TBD]

Budget Tour – April 22<sup>nd</sup>

Bond Projects Celebration – tentatively June 3<sup>rd</sup>

2015 International Trail Symposium (American Trails) – Portland, May 17-20

Discover Nature Day – April 11<sup>th</sup> at Pine Nursery

Dog Park Clean-up Day – April 25<sup>th</sup>

Foundation Endowment Fund

Don reported that the Bend Park and Recreation Foundation have reached their goal of raising the \$25,000 minimum needed to establish an endowment fund with the Oregon Community Foundation for the purposes of reducing barriers to participating in recreation programs. The establishment of the fund was a strategy in the foundations overall goal to provide donors with an opportunity to give a gift that will live in perpetuity with an established and well reputed organization.

## **BOARD MEETINGS CALENDAR REVIEW**

### **GOOD OF THE ORDER**

Chair Fishkin provided an update on the affordable housing working group. He shared that the group had met recently and created a list of questions for the City. A draft of the cover letter and questions was provided to the Board for their review. Chair Fishkin explained that the working group was looking for a general consensus to revise the cover letter as appropriate and send to the City; the Board gave consensus to move forward.

Chair Fishkin said that he wanted to discuss the methodology for the Simpson Pavilion naming rights opportunity. He shared that the request for proposal (RFP), currently being worked on by staff, may not be the best approach. Chair Fishkin suggested that, because of the sensitive nature and radically different practice for the District, we want to have complete control and not be encumbered by a public procedural policy. After input from the Board, it was collectively decided to continue with the RFP process, allowing for a transparent, public process with clearly defined criteria.

**ADJOURN** : 9:15 p.m.

**EXECUTIVE SESSION** - The Board met in Executive Session upon adjournment of the work sessions 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



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Dan Fishkin, Chair



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Craig Chenoweth, Vice-Chair




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Ted Schoenborn



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Nathan Hovekamp



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Scott Wallace