



# Board of Directors

Board Meeting Minutes – January 19, 2016

## BOARD PRESENT

Craig Chenoweth, Chair  
Ted Schoenborn, Vice Chair  
Brady Fuller  
Nathan Hovekamp  
Ellen Grover

## STAFF PRESENT

Don Horton, Executive Director  
Vanessa DeMoe, Assistant to the Executive Director  
Jan Taylor, Community Relations Manager  
Matt Mercer, Director of Recreation  
Lindsey Lombard, Administrative Services Director  
Michelle Healy, Strategic Planning & Design Director  
Brian Hudspeth, Construction Manager  
Jim Figurski, Landscape Architect  
Ian Issacson, Landscape Designer  
Colleen McNally, Marketing Manager  
Quinn Keever, Planning Analyst  
Jason Monaghan, Facilities Maintenance & Construction Supervisor  
Amy Crawford, Finance Manager  
Blanche Taber, Accounting Specialist  
Terri Bergstrom, Accounting Specialist  
Brian Hudspeth, Construction Manager  
Jeff Hagler, Park Stewardship Manager



## 5:30 p.m. CONVENE MEETING

### STAFF INTRODUCTIONS

Jason Monaghan introduced Randy Pine, newly hired at Park Services. Lindsey Lombard introduced Amy Crawford, she has recently been promoted to Finance Manager. Amy Crawford introduced Blanche Taber and Terri Bergstrom. Blanche is an Accounting Specialist and her primary responsibility is accounts payable. Terri Bergstrom is the Payroll Specialist.

### WORK SESSION

#### 1. Community Relations and Marketing Plan – Jan Taylor & Colleen McNally

Ms. Taylor and Ms. McNally provided an overview of the Community Relations and Marketing Plan. The plan was handed out to each of the Board members. They explained the meaning behind terms used in the plan and shared the overarching themes. Current community relations and marketing projects were also shared with the Board as examples of the plan's implementation. The Board was asked to review the plan and follow up with any questions.

2. Community Sponsored Projects – Quinn Keever (30 min.) 6:13 – 6:43

Ms. Keever provided a presentation on a new process for community sponsored projects. She gave background on the many different kinds of requests received from the community and what initiated the need for a process. Ms. Keever shared the steps taken to develop the process and highlighted the integral process elements. She briefly discussed the application questions, provided samples of project criteria and shared next steps.

The Board and staff discussed staff time involved in the process, what guidance and assistance staff would provide applicants and how the process would be communicated to the public. The Board asked for ongoing updates on the process.

**CONSENT AGENDA**

1. Meeting Minutes - 11/17/2015 and 12/1/2015
2. Hamilton Contract Amendment

**Director Hovekamp made a motion to approve the Consent Agenda. Director Fuller seconded. The motion passed unanimously, 5-0.**

**BUSINESS SESSION**

1. Accept 2014-15 Audited Financial Statement – Price/Fronk CPAs & Lindsey Lombard

Ms. Lombard provided background on the audit process and introduced auditors Candy Fronk and Mitchell Biss. She explained that the auditors work for the Board, not staff. She said the District must comply with Oregon Municipal Audit Law which requires an annual financial report audit of all municipal corporations. She shared that the District has a five year contract with Price/Fronk & Company, this is our fourth year.

Ms. Fronk and Mr. Biss briefly reviewed the audited financial report with the Board. They explained the process, schedule, and specific items that they review. Ms. Fronk reported that, from an audit standpoint, there were not any internal weaknesses and they did not find anything that would be considered an audit adjustment. She said that the Board would have received a letter with a recommendation for improvement if there was a finding.

The audited financial report for fiscal year 2014-15 is posted on the District's website [www.bendparksandrec.org](http://www.bendparksandrec.org) for review. Click on "About BPRD" at the top right corner of the main page and scroll down to and click on "Finance." Click on "Audited Financial Statements" in the middle of the Finance Department page and click on "View BPRD Audited Financial Statement FY 2014-15."

**Mr. Schoenborn made a motion to accept the District's 2014-15 audited financial report. Director Grover seconded. The motion passed unanimously, 5-0.**

2. Approve Eagle Park Master Plan – Jim Figurski and Ian Isaacson

Mr. Figurski and Mr. Isaacson gave a presentation to the Board on the Eagle Park Master Plan. They shared the existing conditions, project outreach, public outreach findings and project input and design options. Mr. Figurski shared that the park development is being done entirely in-house.

Mr. Figurski shared that there were three public meetings, all well attended. From the public outreach, staff learned that overall the public wanted balance, balance natural and developed areas, natural play with traditional play, and active and passive recreation opportunities. Staff tried to achieve that in planning, also considering the amenities ranked higher than others. He explained that all of the information gathered from the public and District priorities were vetted with staff, and the result is the conceptual master plan.

Mr. Figurski explained that the hope was to have it out to bid early summer. He shared that staff are also discussing staggering bids to be thoughtful about managing multiple projects and in-house work load.

**Director Hovekamp made a motion to approve the Eagle Park Master Plan. Director Schoenborn seconded. The motion passed unanimously, 5-0.**

### **EXECUTIVE DIRECTOR'S REPORT**

- **Benefits Committee**
  - Need 2 Board members and 1 Budget Committee member for the committee
    - Directors Fuller and Schoenborn volunteered for the committee
  
- **Minimum Wage**
  - Discussed recent Governor's proposal for increase in minimum wage
  
- **Discovery Park**
  - Have fenced off the area by the pond, the fence will stay up until winter is over, then a more permanent solution to separate the natural area from rest of the park will be installed
  - Also need to address if we allow for the activity (sledding) to happen, if we do, we need to make some modifications to make it a safer experience
  
- **Alcohol sales at The Pavilion**
  - Vendor was acquired for the first year
    - Silver Moon will provide alcohol sales
    - Sales will only be during adult hockey and curling
    - Sales will be outside by fire pits and monitored
    - Indoor consumption/sales may be allowed on occasion
    - Sales started on 1/19/16
  
- **The Pavilion Dedication**
  - Discussed having a facility dedication. The community has already been introduced to the facility, the need is to be able to say thank you to those that made it possible. Staff will bring back more details for your consideration.
  
- **Heritage Square**
  - Discussed the School District selling of Troy Field, one condition is a zone change
  - Super Intendent and City Manager have met with Don about the desire to get Heritage Square idea going again.
  - City will lead the discussions and would like to have a series of meetings with key staff from each agency and two elected members of each agency, primary purpose of the meetings would be to establish parameters of what this might be.
  - In the end, it will likely be under the Park District's management.

- Asked the Board if they support involvement in this? If in support, who would like to be involved in the first series of meetings?
  - Director Hovekamp and Chair Chenoweth both stated they would like to be involved.

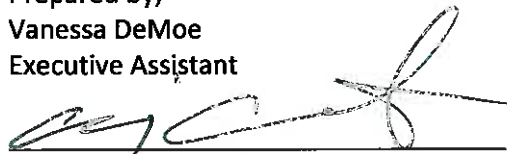
**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

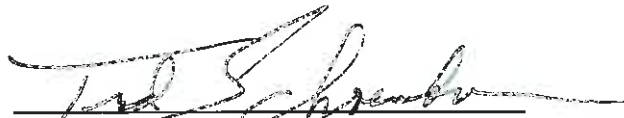
**ADJOURN** : 8:23 p.m.

**EXECUTIVE SESSION** - The Board met in Executive Session upon adjournment of the regular meeting 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



Craig Chenoweth, Chair



Ted Schoenborn, Vice-Chair



Brady Fuller



Nathan Hovekamp



Ellen Grover