



**Bend Park &
Recreation**
DISTRICT

Board of Directors

Board Meeting Minutes – April 5, 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
Lindsey Lombard, Administrative Services Director
Michelle Healy,
Matt Mercer
Sasha Sulia
Jeff Hagler
Brian Hudspeth
Jim Figurski
Gina Brooksbank
Katie Bunce
Becky Curfew

Legal Counsel: Neil Bryant, Paul Taylor



5:30 p.m. CONVENE MEETING

WORK SESSION

1. Bend La Pine Schools Update – *Shay Mikalson and Peggy Kinkade*

Bend La Pine Schools District Superintendent Shay Mikalson discussed growth and how the district is committed to being adjustable to fit our kids, growing each of them to their fullest potential. Mr. Mikalson and school Board member Peggy Kinkade thanked the district for the ongoing partnership and expressed interest in strengthening the relationship through meetings between Park District and School District Board members.

Mr. Mikalson shared district priorities and statistics:

Priorities

- **Safety** – school resource officers, school design, adult connections within our schools
- **Options** – nurture broader talent, comprehensive curriculum

- **Defining outcomes** – world class education is important, however the district cares just as much about critical thinking, collaboration, communication and the character of students
- **Accountable to outcomes** – we value what we measure, evaluating partnerships and asking how can we strengthen them

Statistics

- 5th largest district in Oregon
- 17,500 students
- Oregon Teacher of the Year, Heather Anderson
- Opened 2 new schools in 2015
- Feature 16 career and technical programs
- Earned 13 state titles for 2015 graduating class, and already 7 this year
- Issued 1,100 diplomas for 2015, 277 of them were advanced diplomas
- Earned 9,000 quarter hours of college credit in 2015
- Graduates from 2015 are attending college in 31 States, 13 countries, and serving in all branches of the military

The Board and Executive Director Horton thanked Mr. Mikalson and Ms. Kinkade for their presentation and agreed that strengthening the partnership through meetings with Board members was a good idea. Executive Director Horton stated that it is a model relationship, getting the Board members together can do nothing but help that relationship be stronger.

2. Shevlin Park Fire Fuels Management – *Sasha Sulia & Alex Enna, Asst. Fire Management Officer, Deschutes National Forest*

Ms. Sulia and Mr. Enna made a presentation to the Board that included a brief history of fuels reduction at the park, information on the upcoming project, the communications plan and operations and implementation for the burn plan.

Mr. Enna stated that under the agreement, the forest service will be administering the prescribed burn and is likely get help from Bend Fire Department.

Executive Director Horton said that one reason why this was brought to the Board is that there will be a lot of questions from the public, the communications plan is going to be critical. Staff wanted to be sure that the Board was comfortable with the project before moving forward. The Board collectively agreed that there is a higher risk in not doing anything; with increased use there is increased risk. It also provides an opportunity to educate the public. The Board would like staff to come back after the project is complete for an update.

3. Needs Based Assistance Update- *Matt Mercer*

Mr. Mercer made a presentation to the Board to update them on the Needs Based Assistance (NBA) program. He shared program priorities and assistance by level of need, program type and program area. He also discussed the funding sources for the program.

NBA Priorities

- Financial Need
 - High Need: Below Poverty Guidelines
 - Moderate Need: 185% Poverty Guidelines

- Population
 - Individuals with disabilities
 - Youth 18 and under
 - Adults with health considerations
 - Seniors 65+
 - General Adult Population

- Programs and Services
 - Issue-based Programs
 - Core Programs
 - Complementary Programs
 - Non-essential Services - \$0

Funding sources

- BPRD Foundation
- Cell tower leases
- General fund

Board reports and attachments for the above work-session items are located at:

http://www.bendparkandrec.org/about_us/board_meetings/

7:00 p.m. REGULAR MEETING

VISITORS

Craig Lutz – Mr. Lutz made comment to support and encourage the plan for the prescribed burn in Shevlin Park.

Video of Bend Whitewater Park

Executive Director Horton shared a video of the Bend Whitewater Park with the Board.

The video can be viewed at: <https://vimeo.com/159467215>

CONSENT AGENDA

1. Meeting Minutes - 2/16/2015 & 3/1/2015

Director Schoenborn made a motion to approve the consent calendar. Director Hovekamp seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Approve 2016-17 Needs-Based Assistance Plan - *Matt Mercer*

Mr. Mercer followed up from the work session presentation with program recommendations for the upcoming fiscal year.

Recommendations for FY 16-17

- Maintain current assistance levels
- Update income guidelines to 2016 Federal Poverty Guidelines
- Increase budget allocation to \$286,000
- Use Foundation "Gap Fund" to better serve the lowest income families and children
- Determine sustainable levels of funding from Foundation and other sources

Director Schoenborn made a motion to approve the fiscal year 2016-2017 Needs-based Assistance Plan. Director Hovekamp seconded. The motion passed unanimously, 5-0.

2. Approve FC Timbers Ground Lease Revision – *Matt Mercer*

Mr. Mercer reviewed what was being requested in the revised ground release (a detailed background was provided in the Agenda Communication in the Board Report). He highlighted the key elements of the amendment, located on page 27 of the lease. Mr. Mercer said staff feels it is a good plan to move forward with.

Director Grover shared her concern with third party requests for use of the fields and how the District would balance the investment of FC Timbers and their use and maintenance of the fields with the overarching mission of the District; would the District have the ability to step in if we thought the facility was being used contrary to the District mission? After discussion with the Board, staff and legal counsel, it was determined that the motion could be amended, as stated below, to address the concern.

Director Grover made a motion to approve the second amendment to the ground lease with Deschutes Academy and Futbol Club with the added amendment to be negotiated between the District and the Deschutes Academy and Futbol Club regarding the Districts ability to allow third party compatible use during un-programmed time. Director Fuller seconded. The motion passed unanimously, 5-0.

3. Farewell Bend Bridge Contract Award – *Brian Hudspeth*

Mr. Hudspeth provided background on past decisions on this project by the Board. He stated that in October staff came to the Board with a concept for bridge replacement. The Board approved the concept and staff moved forward with Parametrix to develop construction plans for the bridge. Mr. Hudspeth shared a picture of the rendering of the bridge.

Mr. Hudspeth reviewed the bid schedule and stated that the District advertised the bridge replacement project as a lump sum bid in February. A mandatory pre-bid meeting was held for all prospective bidders on March 3 and bids were opened and read on March 17. Two bids were received:

Deschutes Construction Corporation	\$662,412
Shamrock Northwest Construction, LLC	\$944,419

Mr. Hudspeth said that the recommendation was that the Board award a contract to the low bidder, Deschutes Construction Corporation, in the amount of \$662,412 and allocate an additional 10% contingency of \$66,241 for a total construction budget not to exceed \$728,653.

Director Fuller made a motion to authorize the Executive Director to award a construction contract to Deschutes Construction Corporation for the construction of the Farewell Bend Bridge, in the amount of \$662,412 and to approve an additional construction contingency of 10% for a total construction budget not to exceed \$728,653. Director Grover seconded. The motion passed unanimously, 5-0.

4. **First Reading of Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges – *Lindsey Lombard and Paul Taylor***

Ms. Lombard stated that the purpose of the amendment of the ordinance was to provide the Board the authority to pass a resolution; the resolution will determine procedural steps going forward, primarily when an SDC can be collected. Ms. Lombard stated that the amendment only allows the Board to pass a resolution, it does not change the time of collection or assessment, it only allows the Board to pass a resolution to be able to do so.

Director Grover made a motion that BMPRD Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges – be read by title only. Director Schoenborn seconded. The motion passed unanimously, 5-0.

Legal counsel, Paul Taylor, read Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges –by title only.

Board reports and attachments for the above business session items are located at:
http://www.bendparkandrec.org/about_us/board_meetings/

STAFF REPORTS

Staff reports were provided to the Board for informational purposes only. There was no formal presentation or discussion.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Don Horton

Riley Ranch overlook – The District has received a gift from Ben Newkirk's family for an overlook to be named in his honor at Riley Ranch. The design reflects an opportunity for people to contemplate and think about the environment they are in and how it affects their lives. The naming policy says that the donor has to donate 50% of the cost of what we are building; the family is donating \$12, 500. Staff has met with the family a few times as well as the owner of Zydeco, where Ben worked. Before moving forward wanted to be sure there was Board support. The Board shared their support to move forward.

OSU - OSU has contacted the district about using the park and ride parking lot located by The Pavilion for students and faculty parking. They would lease a portion of the lot. Perhaps, their fee will help with funds to improve the lot. The District would like to enter into negotiations with OSU. The Board gave a general consensus to move forward.

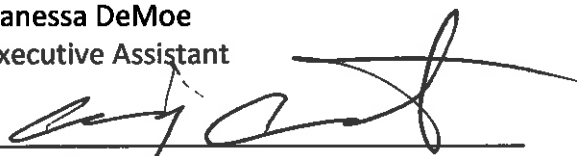
Bend Senior Center expansion – Need to schedule time with the Board to share updates on the Senior Center expansion project. The amount of material to cover needs more time than a regular Board meeting time. The Board agreed to add this topic to the Budget Tour presentations on April 20.

Vandalism – There was a vandalism incident that took place at the District office and The Pavilion. A message was spray painted on the front sidewalk and a break line of a district vehicle was cut in the District office parking lot. There was also a break line cut on a staff vehicle and rock thrown at the glass door at The Pavilion. In response to the incident, staff is discussing placing cameras outside of facilities.

ADJOURN 8:47 p.m.

EXECUTIVE SESSION - The Board met in Executive Session upon adjournment of the meeting pursuant to ORS 192.660(2)(e) 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