



# Board of Directors

**Bend Park &  
Recreation**  
DISTRICT

Board Meeting Minutes – December 20, 2016

## **BOARD PRESENT**

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

## **STAFF PRESENT**

Don Horton, Executive Director  
Vanessa Steele, Assistant to the Executive Director  
Lindsey Lombard, Administrative Services Director  
Michelle Healy, Planning & Park Services Director  
Julie Brown, Communications & Community Relations Manager  
Jeff Hagler, Park Stewardship Manager  
Matt Mercer, Director of Recreation  
Jim Figurski, Landscape Architect  
Brian Hudspeth, Development Manager  
Amy Crawford, Finance Manager  
Sue Boettner, Recreation Manager  
Sue Glenn, Recreation Services Manager  
Dave Crowther, Business Manager

Legal Counsel: Neil Bryant

## **5:30 p.m. CONVENE MEETING**

### **WORK SESSION**

#### **1. Larkspur Center Project Update – *Jim Figurski & BRS***

Mr. Figurski introduced Keith Hayes, Principal and project manager with Barker Rinker Seacat Architects (BRS). Mr. Hayes shared background on BRS and said that they were delighted to be hired by the District. He added that staff is eager to work on the project.

Mr. Hayes said that they were at the end of the first phase of project refinement and shared the project vision and goals. He explained that the presentation would cover the program and provide an update on the budget and master plan. He stated that the point of this exercise was to get everyone on board with the correct budget. Mr. Figurski and Mr. Hayes shared the different master plan options for the site and gave examples of what it might look like; including landscaping, picnic shelters, parking, lobby locations and entrances, connection with the outdoors, fitness areas and aquatics.

Staff and the Board discussed parking options and orientation of the building as well as locations of the main desk.

Executive Director Horton explained that this is really the first opportunity for the Board to see what we are doing and provide confirmation that we are headed in the right direction. He said that budget information will be shared so that the Board can really understand the impact that this project will have on the overall budget. He said that there is also additional public outreach planned in addition to the outreach that has already been done.

Mr. Figurski shared what had already been done for public outreach, upcoming outreach and the schedule for coming back to the Board with the results and a master plan for adoption. He said that the project website is up ([http://www.bendparksandrec.org/current\\_projects/larkspur-center/](http://www.bendparksandrec.org/current_projects/larkspur-center/)), and press releases, direct mailings and notices have been published in local newspapers and posted on-line. Mr. Figurski said that staff plan to come back to the Board January 17 to share what was heard at the public meetings and updated drawings; the intent will be to ask the Board to adopt a master plan for the Larkspur Center allowing staff to continue to move through the design process. Additional meetings will be scheduled to share progress with the public.

Mr. Figurski said that changes to the existing facility are minimal; there will be updates to match the addition and minor changes to the interior structure including the entry.

Ms. Lombard discussed the projected financing for the Larkspur Center project. Two scenarios were provided, conservative and optimistic. Ms. Lombard went through both scenarios with the Board and explained the differences between the two. She explained that more specific financial information regarding this project will be provided at the upcoming Board Workshop when the financial forecast is presented.

Executive Director Horton added a word of caution, stating that if the entire project is done without phasing the cost of the project will need to be reduced. He said that as we go through the design process there will be opportunities to value engineer to maintain costs without jeopardizing quality.

#### VISITORS

None

#### 6:50 p.m. BREAK/TRANSITION

#### 7:00 p.m. REGULAR MEETING

#### VISITORS

None

#### CONSENT AGENDA

1. Public Access easement for Riley Ranch Nature Reserve
2. Riley Ranch Nature Reserve Contract Amendment

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

#### CONVENE AS THE CONTRACT REVIEW BOARD

At 7:15 pm the Board convened as the Contract Review Board to conduct a Public Hearing pursuant to ORS 279A & C for the use of the Construction Manager/General Contractor (CM/GC) process for the Larkspur Center project. The Board closed the public hearing at 7:18 pm.

Brian Hudspeth, Development Manager, explained that the convening of the Contract Review Board and the public hearing was held to meet state requirements for a public entity to do an alternate construction bidding process. He said that the process includes putting out an RFP, this provides the opportunity to receive and score the bids and interview selected firms that look to best fit the project; a selection is made based on the criteria stated in the RFP. Once a selection is made, contract negotiations can begin. He said that part of the negotiations would be for their fee for the construction management piece. Mr. Hudspeth said the process is fair and open to all bidders; the difference is that through the RFP process we can bring a contractor on early.

Mr. Hayes stated that he had only done six competitively bid projects in his career, all others have been CMGC. He is in favor of the process and said that having a construction partner early-on is helpful in many ways; it builds a team from the beginning of the project. Executive Director Horton added that advantages of this process are that it creates more of a partnership and produces higher quality work.

***Director Fuller made a motion to approve Resolution No. 397 exempting the Larkspur Center from competitive bidding, and use the Construction Manager/General Contractor alternative contracting method to award a construction services contract for the Larkspur Center project. Director Chenoweth seconded. The motion passed unanimously, 5-0.***

The Contract Review Board was adjourned at 7:36 pm.

#### **BUSINESS SESSION 1:52**

1. Fiscal year 2015-16 Comprehensive Annual Financial Report and Financial Update – Amy Crawford, Lindsey Lombard & Price/Fronk CPAs

Ms. Crawford reviewed the annual audit process and the Oregon audit law requiring an annual financial report audit. She shared that the current contract with Price/Fronk has come to end with this year's audit and staff will issue an RFP within the next six months for a new 5 year contract. She clarified that after Price/Fronk had finished their presentation, a formal motion will need to be taken by the Board.

Price/Fronk CPAs shared the audited annual financial report with the Board; reporting no audit adjustments and no unusual findings.

***Director Hovekamp made a motion to accept the District's 2015-16 audited Comprehensive Annual Financial Report. Director Fuller seconded. The motion passed unanimously, 5-0.***

Ms. Crawford and Ms. Lombard followed up the approval of the audited CAFR with a brief background on CAFR and provided financial updates including general fund, SDCs, facility capital projects fund, and PERS. More detail will be provided to the Board at the January 3 workshop.

**Audited Financial Statements are available at:**

**[http://www.bendparksandrec.org/about\\_us/finance/auditfinance/](http://www.bendparksandrec.org/about_us/finance/auditfinance/)**

## 2. Budget committee member appointments – *Lindsey Lombard*

Ms. Lombard shared the outcomes of the ranking of the committee applicants from the Board. She stated that there was a clear candidate from those rankings, Larry Kimmel, who received a majority of the votes from the Board. Receiving the second most votes was Tom Schumacher and Ariel Mendez. After a brief discussion on the background of the candidates the Board appointed Mr. Kimmel and Mr. Mendez to fill the two open seats on the Budget Committee.

***Director Grover made a motion to appoint Larry Kimmel and Ariel Mendez to serve on the Bend Park and Recreation District's Budget Committee for a term of three fiscal year budget processes each, beginning with the 2017-18 fiscal year budget process. Director Hovekamp seconded. The motion passed unanimously, 5-0.***

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

- Solstice Celebration at The Pavilion – December 21 – 6:00 – 9:00, with lighting at 7:00 pm
- Board Workshop Reminder – January 3 (day after the Monday holiday)
- January 4 – Larkspur Center public meeting at the Bend Senior Center at 6:00 pm
- First Comp Plan community-wide meeting on Wednesday, March 1st, 5:30-7:30 pm in the Community Room.
- Update on UDAG. Director Grover, Michelle Healy and Executive Director Horton attended. Director Grover shared her observations. The District will continue to participate and provide updates.
- Board Self Assessments due tomorrow.

### **BOARD MEETINGS CALENDAR REVIEW**

#### **GOOD OF THE ORDER**

**EXECUTIVE SESSION** - The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and ORS 192.660(2)(i) for the purpose of reviewing and evaluating the performance of an officer, employee, or staff member.

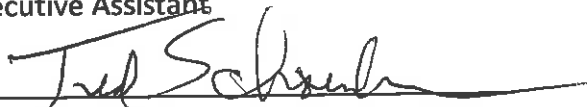
The Board reconvened the Business Session for a formal motion regarding the Executive Director Performance Evaluation.

## 3. Executive Director Performance Evaluation Summary

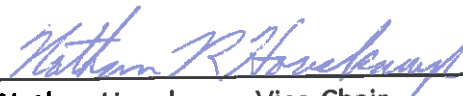
***Director Chenoweth made a motion to accept a 3% bonus and one week of PTO for the Executive Director as part of his assessment evaluation with a retroactive effective date of 6/21/2016. Director Grover seconded. The motion passed unanimously, 5-0.***

**ADJOURN 9:28 pm**

Prepared by,  
Vanessa Steele  
Executive Assistant



Ted Schoenborn, Chair



Nathan Hovekamp, Vice-Chair



Ellen Grover



Craig Chenoweth

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Brady Fuller