



**Bend Park &  
Recreation**  
DISTRICT

## Board of Directors

Board Meeting Minutes – March 7, 2017

### BOARD PRESENT

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

### BOARD ABSENT

Brady Fuller

### 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  
Matt Mercer, Director of Recreation  
Jim Figurski, Landscape Architect  
Brian Hudspeth, Development Manager  
Quinn Kever, Park Planner  
Greg Brady, Sports Program Coordinator  
Becky Rexford, Sports Program Coordinator  
Sasha Sulia, Superintendent of Park Operations  
Jason Monaghan, Facilities Manager  
Jeff Hagler, Park Stewardship Manager  
Charlie Redline, Park Steward

Legal: Mark Reinecke

Media: KTVZ



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

### STAFF INTRODUCTION

Charlie Redline, Park Steward

### WORK SESSION

1. Recreation Program Report – Middle School Basketball League – *Greg Brady, Becky Rexford & Bob Marsh, BLSA Athletic Director*

Mr. Brady, Ms. Rexford and Mr. Marsh gave a presentation to the Board on the Middle School Basketball League. They shared information on the program history, goals, how they collaborate with the school district, participation numbers and feedback from parents.

2. Weather Related Impacts on District Operations – *Matt Mercer & Sasha Sulia*

Mr. Mercer and Ms. Sulia provided information on the recent weather related impacts to the District. They discussed primary program impacts, estimated recreation revenue losses and snow/ice removal costs. They also shared other impacts and considerations including future equipment needs, part-time staff impacts, coordination with other agencies and an inclement weather policy.

3. Quarterly Update for Mirror Pond Bank Restoration – *Jim Figurski*

Mr. Figurski said that the recent storm had delayed work on the project, however in the interim he had been working on establishing an advisory committee. He said the first public meeting will be on March 8 at the District office. Mr. Figurski said the meeting will focus on making sure the public is clear about the project, providing background information and will conclude with a brief preferences exercise. He added that the relevant data from existing project website [www.MirrorPondBend.com](http://www.MirrorPondBend.com) will be ported to the BPRD project website. Mr. Figurski said he will be coming back to the Board and presenting alternatives after the public input process.

The Board Agenda Communication (agenda item report), including the detailed Public Involvement plan, is available on-line at: [http://www.bendparksandrec.org/about\\_us/board\\_meetings/](http://www.bendparksandrec.org/about_us/board_meetings/)

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

**VISITORS**

None

**CONSENT AGENDA**

1. Meeting Minutes – 2/7/2017
2. Deschutes River Trail (DRT) – Intergovernmental Agreement (IGA) with City of Bend – Riverfront Street
3. Big Sky Park Access Road Easement

***Director Chenoweth made a motion to approve the Consent Agenda. Director Grover seconded. The motion passed unanimously, 4-0.***

**BUSINESS SESSION**

1. Resolution 399 Local Government Grant – Shevlin Park – *Quinn Keever*

Ms. Keever shared that the grant was being administered by the Oregon Parks and Recreation Department. She discussed the need for bridge replacement, the potential scope of work, the need for accessible trail and the need for accessible parking and walkways. She said the Local

Government Grant would help fund three significant accessibility projects. The grant is proposed to help:

- 1) Replace Hixon Covered Bridge which has reached the end of its lifespan. Replacing the bridge will also fix an inaccessible gap on Tumalo Creek Trail and to create an accessible route from Fremont Road to Tumalo Creek Trail.
- 2) Create an accessible trail from the main parking lot to Aspen Meadow.
- 3) Improve two accessible parking spaces at Aspen Hall.

The grant requires a minimum match of 50% of the total project cost which would be matched with system development charge (SDC) reimbursement fees. The grant application deadline is April 1, 2017 and requires the submittal of a Board Resolution approving the application. Staff has prepared draft Resolution 399 for Board review and approval.

***Director Hovekamp made a motion to adopt Board Resolution 399 authorizing the Executive Director to apply to the Oregon Parks and Recreation Department for a 2017 Local Government Grant in support of accessibility improvements at Shevlin Park. Director Grover seconded. The motion passed unanimously, 4-0.***

## 2. Bend Whitewater Park staffing needs – *Sasha Sulia & Jason Monaghan*

Ms. Sulia and Mr. Monaghan shared that after having the experiencing of one summer season operating and maintaining the new Bend Whitewater Park (BWP), staff had a much better understanding of what is required to safely operate this facility. They discussed current staffing and shared the proposal for staffing this coming season, which includes an additional full-time year round River Recreation Specialist position and Beach Hosts.

***Director Grover made a motion to approve the hiring of a new full-time River Recreation Specialist position and part-time seasonal Beach Host positions. Director Chenoweth seconded. The motion passed unanimously, 4-0.***

## 3. Approve Audit Services Professional Services Agreement – *Lindsey Lombard*

Ms. Lombard reported that in January, staff sent out a Request for Proposals for Audit Services from qualified independent licensed municipal auditors to audit and provide an opinion on the District's Comprehensive Annual Financial Report and the Bend Park and Recreation Foundation's annual financial statements, for the fiscal year ending June 30, 2017, and four subsequent fiscal years. The District received six proposals, which were evaluated by a selection committee consisting of Lindsey Lombard, Amy Crawford and Brady Fuller (Board member). SGA Certified Public Accountants & Consultants (SGA) received the highest score in the evaluation process.

***Director Chenoweth made a motion to authorize the Executive Director to execute a Professional Services Agreement for audit services with SGA Certified Public Accountants & Consultants for a total amount not to exceed \$104,236 for five years. Director Hovekamp seconded. The motion passed unanimously, 4-0.***

## **STAFF REPORTS**

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

## **EXECUTIVE DIRECTOR'S REPORT**

### ◆ SDC fee for senior independent living

Executive Director Horton shared that a request had been made to change the SDC fee for a senior independent living project. He asked Ms. Lombard to provide more information. Ms. Lombard explained that she had been contacted by a developer that is looking at rehabbing a current building in Bend and turning it into senior independent living. Ms. Lombard clarified that it is not assisted living or memory care; there have been Board approved changes in SDC fees for these facilities. She said that current methodology charges the same as a multi-family complex for senior independent living. Ms. Lombard asked if the Board wanted to consider looking at changing what type of fee is charged for independent living senior facilities, if so something more concrete will be brought to the Board to discuss and take action on. The other option is to table it and wait until the SDC methodology is redone in a few years.

The Board and staff briefly discussed the risk involved with a facility changing use. Executive Director Horton said that he did not think it is a very big risk. He clarified that what was being asked of the Board at this time was if the Board wants to consider it at an upcoming meeting or postpone this decision until the SDC methodology is looked at as a whole. He said that staff is asking now because there is a developer looking to build.

Chair Schoenborn said that he thinks it is reasonable to look at it now. The Board agreed that staff could bring a recommendation to the Board.

### ◆ March 8 - Mirror Pond Project Public Kick-off Meeting

- 6:30-8:00 pm in the Community Room

### ◆ Comprehensive Plan Update - All of the efforts below have been aimed at encouraging people to use Mapita and attend the community meeting, so that we can learn what the public would like to see BPRD plan for the next ten years.

- Mapita, our online interactive survey, is up and running. Thus far, we have had 1,378 people provide us 11,056 comments.
- Staff have
- Attended six neighborhood meetings
- Worked with partner groups (City of Bend, Bend-La Pine Schools, Chamber of Commerce, etc) to send emails to their list serves
- Conducted several radio interviews and one television interview
- Placed advertisements in two local newspapers that will run a total of six times
- Emailed every patron in our system (15,535 people)
- Advertised on Facebook
- Distributed 25 posters around town
- Hosted a community meeting on March 1 with 38 attendees
- Hosted a pop-up event at First Friday on March 3
- We'll be coming back to the Board on April 18 with more updates.

- ◆ Support letter for HB 2745 – Transit Funding. Executive Director Horton explained the bill and shared the support letter provided to Chair McKeown and members of the Transportation Policy Committee.

**BOARD MEETINGS CALENDAR REVIEW**

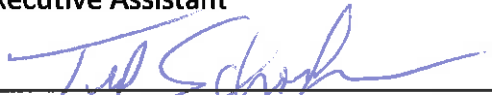
**GOOD OF THE ORDER**

**ADJOURN** 8:18 pm

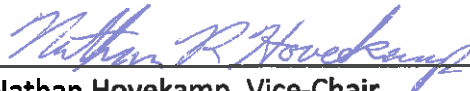
The Board Report, including Agenda Communication (agenda item report) and attachments for all agenda items, is available on-line at: [http://www.bendparksandrec.org/about\\_us/board\\_meetings/](http://www.bendparksandrec.org/about_us/board_meetings/)

**EXECUTIVE SESSION** - The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions and 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.

Prepared by,  
Vanessa Steele  
Executive Assistant



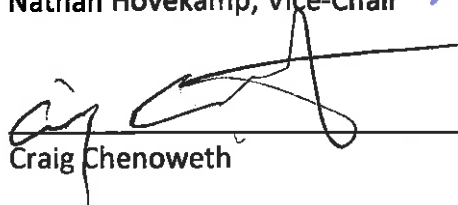
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