



**Bend Park &  
Recreation**  
DISTRICT

# Board of Directors

Board Meeting Minutes – July 18, 2017

**BOARD PRESENT**

- Ted Schoenborn
- Nathan Hovekamp
- Brady Fuller
- Craig Chenoweth
- Lauren Sprang

**ABSENT**

- Ellen Grover

**STAFF PRESENT**

- Don Horton, Executive Director
- Michelle Healy, Planning & Park Services Director
- Julie Brown, Communications & Community Relations Manager
- Matt Mercer, Director of Recreation
- Vanessa Steele, Assistant to the Executive Director
- Quinn Keever, Park Planner
- Sasha Sulia, Superintendent of Park Operations
- Brian Hudspeth, Development Manager
- Dave Crowther, Business Manager
- Jeff Hagler, Stewardship Manager

Legal: Paul Taylor

Media: KTVZ



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

**NEW STAFF INTRODUCTIONS**

James Adams, River Recreation Specialist

**WORK SESSION**

1. Comprehensive Plan – Policy white paper topics – *Quinn Keever*

Ms. Keever said that this update was to propose policy topics to explore further in white papers. She clarified that these policy topics are not the only ones that will be addressed in the plan, these are just the five that need a bit more research in order to have a well-educated conversation about policy topics in the plan. She said the need for the policy white papers stems from a few factors, the first being that the last full rewrite of the plan was 12 years ago and Bend is a much different place than it was a decade ago, the other is population growth and demographic changes. The role of the white papers is to dive deeper into topics raised by responses from the survey and Mapita, focus group participants (including the staff focus group) and attendees at the community workshop. After

reviewing input from public outreach to date, staff recommends the following topics be explored in the policy white papers:

1. How will the District address level of service in neighborhoods where densities are increasing?
2. At what level should the District engage in community issues outside of parks and recreation? (i.e. transportation, affordable housing)
3. Develop a strategy to meet the community's demand for increased trails and connectivity.
4. What is the District's role in community events and to what degree should the District allow concessions in its parks?
5. How does BPRD provide a consistent level of service when influxes of tourists increase the number of people using parks, trails and facilities? (i.e. riverfront parks in the summer)

After brief discussion the Board collectively agreed that the proposed topics were appropriate. The Board encouraged staff to ask for some examples of white papers from the consultant to be sure expectations are met and the end point, and path to get there, is agreed upon.

Ms. Keever said that the next steps, after confirming the policy topics with the Board at this meeting, is to identify policy focus group participants, hold the focus group meetings on each topic, draft policy language and bring back to the Board for their review and input, and then finalize the policy language.

## 2. 2016-2017 Annual Strategic Action Plan Year-End Review– *Michelle Healy*

Ms. Healy reviewed the process for the annual plan and briefly covered the 2016-2017 initiatives; focusing on the items which had been postponed to a future year or are being reconsidered.

## 3. Update for Mirror Pond Bank Restoration and Deschutes River Trail Extension– *Don Horton & Brian Hudspeth*

Mr. Hudspeth provided an update on the current status, project goals, schedule and next steps. He explained the three separate groups that were formed and shared their meeting schedule.

- PAC – (7) Member group made up of:
  - 1 member from the General Public
  - 2 Members from the City of Bend
  - 1 Member from BPTA
  - 1 Member from UDWC
  - 1 Member from ODFW
  - 1 Member from USFS
- Mirror Pond Solutions, LLC
- Property Owners Group
  - 5 owners along the downstream side of Mirror Pond, (river right)

Mr. Hudspeth explained what the consultants had come up with and shared the conceptual drawings.

## 7:00 p.m. REGULAR MEETING

### VISITORS

None

### CONSENT AGENDA

1. Meeting Minutes - 6/20/17
2. Utility Easement at Shevlin Park

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

### BUSINESS SESSION

1. Swearing in of New Board Member & Recognition

Director Schoenborn presented Director Chenoweth with a plaque of appreciation for his service.

Lauren Sprang, Ted Schoenborn and Nathan Hovekamp were sworn into office of the Bend Park & Recreation District Board of Directors.

2. Election of Chair and Vice-Chair

***Director Fuller made a motion to nominate Nathan Hovekamp to serve as Chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2017-18. Director Sprang seconded. The motion passed unanimously, 4-0.***

***Director Hovekamp made a motion to nominate Director Fuller to serve as Vice Chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2017-18. Director Sprang seconded. The motion passed unanimously, 4-0.***

3. Approve Board Meeting Dates and Time

***Director Schoenborn made a motion to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning a 5:30 pm with a work session and a business session beginning at 7:00 pm. Director Fuller seconded. The motion passed unanimously, 4-0.***

4. Appoint Executive Secretary

***Director Fuller made a motion to appoint Don Horton, Executive Director, to serve as Executive Secretary of the Bend Park & Recreation District Board of Directors for fiscal year 2017-18. Director Schoenborn seconded. The motion passed unanimously, 4-0.***

## 5. Appoint Legislative Liaison

***Director Sprang made a motion to appoint Ted Schoenborn to serve as Legislative Liaison for the Board of Directors for fiscal year 2017-18. Director Fuller seconded. The motion passed unanimously, 4-0.***

## 6. Empire Crossing HOA Property – *Dave Crowther*

Mr. Crowther said that Empire Crossing Homeowners Association (HOA) recently approached the District with a proposal to donate approximately 1.25 acres of property within their HOA for a public park. He explained that the HOA is willing to donate the property at no cost to the District for a public park, expanding the use to adjoining neighborhoods. Mr. Crowther said that the District is currently in the process of due diligence that must take place before accepting the park. A phase I Environmental Assessment and a title search will be completed. Assuming these reports are clean it is anticipated the transfer could take place as early as this fall.

***Director Schoenborn made a motion to authorize the Executive Director to complete the acquisition process of accepting the donation of Tract A from the Empire Crossing Homeowners Association. Director Fuller seconded. The motion passed unanimously, 4-0.***

## EXECUTIVE DIRECTOR'S REPORT –

### ➤ Mirror Pond

Director Hovekamp said that one of the challenges for the design is that we are interested in how we can go forward and accommodate both a with or without the dam scenario. He said it seems like we are going down the pathway of a with the dam scenario. Mr. Hudspeth and Executive Director Horton explained how the plan accommodates both scenarios and how the public investment does not go away if the dam goes away.

Mr. Hudspeth discussed the current and proposed conceptual route for the Deschutes River Trail and the new ADA section. Director Sprang asked if the existing trail that goes up to the parking lot right now is ADA compliant. Mr. Hudspeth confirmed that the trail from the plaza is not, however there is an unsanctioned trail that is a dirt path in the grass that roughly meets ADA.

Executive Director Horton said that Mirror Pond Solutions (MPS) had reached out to staff and the City to talk about their funding strategy for dredging the pond. He said that they are willing to manage the project and also offered that the District or the City could manage it. MPS made a presentation to the District and shared that they wanted a larger contribution of \$800,000 from the District for dredging. He explained that the current Memorandum of Understanding (MOU) with MPS only commits the District to do the bank restoration project. MPS has also met with the City and shared the same presentation but did not show the \$800,000, they showed a number that more represents what the District's cost is going to be for the project. He said we do not know what our cost is going to be at this time; our cost is the trail construction work, riparian habitat restoration and work in Zone 2. Executive Director Horton suggested that representatives from the Board meet with City Council and staff to talk about what the District's commitment is going to be to the pond. Executive Director Horton asked which Board members would like to attend the meeting with City Council. It was suggested Director Grover and Director Fuller

attend. Executive Director Horton said that he will reach out to Director Grover to confirm she would like to participate.

- Summer Schedules
  - August 1 meeting, no quorum – meeting canceled
  - August 15 meeting, 2 Board members absent – meeting canceled
- Joint meeting with School District
  - The meeting has been scheduled for Oct. 10
  - Vanessa will be setting up a meeting with School District staff, Director Grover and Director Fuller, along with District staff to plan the agenda.
- Art Station Lease Extension
  - Bill Smith has agreed to extend the lease for a year.
- Let's Picnic
  - The events are very successful
  - Encouraged Board members to attend and provided the schedule

### **BOARD MEETINGS CALENDAR REVIEW**

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

Director Fuller thanked the volunteers and staff for their part in the July 4<sup>th</sup> events. He also shared his appreciation for PAC and Art Station opportunities.

**ADJOURN** 8:30 pm

**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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Nathan Hovekamp, Chair



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Brady Fuller, Vice-Chair



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Ellen Grover

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Ted Schoenborn



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Lauren Sprang

