



Board of Directors

Board Meeting Minutes – September 5, 2017

BOARD PRESENT

Nathan Hovekamp , Chair
Brady Fuller, Vice Chair
Lauren Sprang
Ellen Grover

ABSENT

Ted Schoenborn

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Planning & Park Services Director
Julie Brown, Communications & Community Relations Manager
Matt Mercer, Director of Recreation
Lindsey Lombard, Administrative Services Director
Brian Hudspeth, Development Manager
Jeff Hagler, Stewardship Manager
Michael Egging, Recreation Analyst
Jennifer Padilla, Recreation Enrichment Coordinator
Laura Underhill, Park Planner/Project Manager
Brenda Chilcott, Program Coordinator
Perry Brooks, Landscape Architect
Sue Glenn, Recreation Services Manager

Media: Scott Hammers, The Bulletin
Kristin Phillips, The Source Weekly



NEW STAFF INTRODUCTIONS

Michael Egging – Recreation Analyst
Jennifer Padilla – Recreation Enrichment Coordinator
Laura Underhill – Park Planner/Project Manager

WORK SESSION

1. Mirror Pond Solutions Project Update – Todd Taylor, Mirror Pond Solutions, LLC. & Paul McClanahan, Taylor NW

Executive Director Horton said that Mr. Taylor had asked for time with the Board to bring them up to date on the dredging project. He said that the Board had an opportunity to tour the District's project last week. He explained that these projects are sister projects; they are not dependent on each other, but both are an important phase to meet the overall vision. Executive Director Horton added that Mr. Taylor and Bill Smith formed Mirror Pond Solutions (MPS) and are now owners of the bottom of the pond and trying to find a way to remove some of the sediment.

Mr. Taylor said that the presentation will cover the permit process, the MOU, and an update on where the project is today.

Mr. McClanahan, project manager, explained the status of permitting and testing. He said that if things continue along the current path they anticipate having the permits in hand by October 1. Mr. Taylor shared background and the current status of the dredging project. He explained how the MOU came about between MPS and BPRD. Mr. Taylor shared the "Mirror Pond Project: FAQs" handout with the Board. [A copy of the MOU was provided in the meeting packet. The handout provided by Mr. Taylor is Attachment 1 to this document] Mr. Taylor stated that at this time, MPS is requesting to work with District staff to work toward a binding agreement. He said that the intent is to work on a project that benefits the City of Bend long term.

The Board discussed the need to get more certainty on the cost of the Districts project, concerns with committing significant funds without identifying a long term solution and the Districts responsibilities laid out in the current MOU for funding the dredging.

Mr. Taylor said they will report back when the permits are in hand.

2. Recreation Report – Senior Center Partnerships – *Brenda Chilcott*

Ms. Chilcott said that the Senior Center has long been known as a gathering place where community comes together for wellness, enrichment, lifelong learning and play; it is a place that welcomes people of all ages and abilities while retaining and enhancing programs and services for older adults. She said that connections are made every day with the people that come to the center to participate in our programs, classes, activities and events. She provided information on the community connections and non-profit partnerships and sponsors at the center.

Ms. Chilcott shared visitor usage data as well as information on pass holder demographics, pass and drop in trends, and data specific to insurance pass holders. She said that the Senior Center continues to show an increase in pass visits, while some regular pass holders have transitioned to the insurance passes the insurance partnership has also brought in new pass holders.

3. River Stewardship Plan update – *Perry Brooks*

This agenda item was moved to the regular meeting.

REGULAR MEETING

VISITORS

Spencer Dahl – MP, shared why dredging the pond may lead to dam removal

WORK SESSION continued

3. Deschutes River Riparian Area Assessment and Stewardship Planning – *Perry Brooks*

Mr. Brooks provided an update on the Deschutes River Riparian Area Assessment and Stewardship Initiative project that the District is working on with the Deschutes Watershed Council. He shared the long term goals and provided information on non-functioning and functioning riparian zones. Mr. Brooks explained the reach areas and described the current conditions of each area. He provided a summary of the concerns and the next steps for the project.

CONSENT AGENDA

1. Meeting Minutes - 7/18/17
2. Annexation Request - Matthew and Nance Moran LIV Trust

Director Fuller made a motion to approve the consent agenda. Director Grover seconded. The motion passed unanimously, 4-0.

BUSINESS SESSION

1. IGA with Bend La Pine Schools – *Matt Mercer*

Mr. Mercer explained that there had been no substantial changes to the IGA. He said that there was some minor cleaning up of procedural items that had evolved over the years as well as the addition of The Pavilion. He said that the school district is interested in negotiating a longer agreement and this extension of the current agreement will give both parties time to take a pause to negotiate the longer term agreement. Mr. Mercer said that cooperation is strong and both parties have a shared mission and goals.

Director Fuller made a motion to authorize the Executive Director to execute the extension of the Inter-Governmental Agreement with Bend La Pine Schools in substantially similar form as proposed. Director Grover seconded. The motion passed unanimously, 4-0.

2. New Administrative Services Assistant Position – *Lindsey Lombard*

Ms. Lombard said that as the community has grown and the District has responded accordingly with additional programs, parks and staff, so has the necessity for implementing, improving, and centralizing the District's business practices. The Administrative Services Department (which includes Finance, Human Resources, Business Services, and Information Technology) is the department that supports all the District's business and staff and is responsible for the large majority of District-wide business practices. Ms. Lombard explained that one of the new programs for the Administrative Services Department that was adopted by the Board, in the current fiscal year's budget, was for some part-time wages (averaging 10 hours per week year-round) that would be available to fill project-based and/or temporary needs to support the above goals. Since the time of budget adoption, one of the department's key management staff has had to significantly reduce the number of hours she is available to work, and the need for continued reduced hours is projected to continue through December.

Ms. Lombard said that the Administrative Services Department conducted a resource and needs analysis to determine the staffing necessary to effectively manage the implementation, improvement, and centralization of District-wide business practices. She said that the analysis revealed an immediate need for a full-time position to provide for the successful implementation and improvement of these critical practices and processes. Ms. Lombard discussed the budgetary impact of the full time position.

Director Sprang made a motion to approve one new full-time Administrative Services Assistant position, effective September 5, 2017. Director Fuller seconded. The motion passed unanimously, 4-0.

3. Northpointe Park Land Acquisition - Don Horton

Executive Director Horton shared that the District had been looking for neighborhood park property in the area north of Cooley Road to meet the growing expansion of neighborhoods in that area. He said that many options had been explored, but a configuration of a portion of three properties has the potential to meet the needs of the residents in this area of continued growth. Executive Director Horton said that the development of the proposed future park will require the District acquiring all proposed properties. He explained that if the District

is not able to acquire the other properties from the City of Bend and/or Pacific Corp in the future, the proposed park will likely not be developed, and any acquired land would be re-sold by the District.

Director Grover made a motion to authorize the Executive Director to execute a purchase and sale agreement for the acquisition of three subdivision lots in the Northpointe subdivision from Palmer LLC, for \$264,000 for the purpose of a future neighborhood park. Director Sprang 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

Executive Director Horton provided updates to the Board on several items including a recap of eclipse planning; attendance statistics on Let's Picnic; season statistics for Ride Bend & Ride the River Shuttle; outcomes of the Simon Heape Summary Judgement; and encouraged the Board to attend the upcoming Open Streets event on September 17.

Executive Director Horton also shared that the Board Operations Manual is currently under review and the Social Media Policy will undergo review and updating as well. He mentioned that City Council is also looking at their social media policy.

Executive Director Horton requested volunteers from the Board to participate in the Naming Committee and the Personnel Policy Committee. Director Sprang volunteered to be on the Naming Committee and Director's Hovekamp and Schoenborn volunteered for the Personnel Policy Committee.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN 8:57 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.

Prepared by,
Vanessa Steele
Executive Assistant



Nathan Hovekamp, Chair



Brady Fuller, Vice-Chair

Ellen Grover



Ted Schoenborn

Lauren Sprang