

**Bend Metro Park & Recreation District
Board of Directors
Work Session & Regular Meeting
Minutes
February 18, 2014**

BOARD PRESENT: Scott Wallace, Dan Fishkin, Scott Asla, Ted Schoenborn and Craig Chenoweth.

STAFF PRESENT: Don Horton, Michelle Healy, Lindsey Lombard, Theresa Albert, Matt Mercer, Pat Erwert, Colleen McNally, Brian Hudspeth, and Paula Lowery

LEGAL COUNSEL: Paul Taylor.

MEDIA: None.

VISITORS: Keith Scott, Wes Price and Aaron Collett.

WORK SESSION

Chair Scott Wallace convened the work session at 5:40 pm.

City of Bend Sewer Infrastructure Presentation

Wes Price and Aaron Collett, representing the City of Bend Sewer Infrastructure Advisory Group (SIAG) presented a report on the work of an 18-member group appointed by the city council composed of engineering, environmental and financial specialists, and citizen advisors to assist in the update of the city's Sewer Collection System Master Plan. He stated the end product of this work will be a CIP recommendation that will be part of the UGB remand. He explained the city's sewer system was built in the late 1970s, when Bend's population was 11,000, to serve 45,000 customers, and there are lines still in operation today that were built in the 1920s and 1930s. He stated that as the system grew, pump stations, lift stations and force mains were added, rather than trying to dig trenches in basalt. He described various current problems with the system and the estimated costs associated with a previous recommendation to install a gravity system. Aaron Collett described the work with the park district on the Colorado lift station project and stated this was a short-term project recommended by SIAG to solve immediate issues and facilitate development in the city. He stated this has actually turned out to be a long-term solution that will support growth in town including OSU-Cascades and breweries. Wes reviewed the proposal for a southeast interceptor and noted that it will take pressure off the west side system. He stated as a result of the southeast interceptor proposal the sewer system is now fully mapped including the identification of 1,000 monitoring devices in the system that provided information demonstrating there is more capacity than it was originally thought. Wes reviewed the schedule for completing the CIP and financial plan with anticipated presentation to the city council in October. He invited feedback from the board and staff and shared a form to submit comment. Don Horton asked if there are other large projects

planned, such as the southeast interceptor, which would dictate the direction the city will grow. Wes stated there is a northeast interceptor on the optimization study that will be in the design, but falls lower on the priority list. Craig Chenoweth stated that once the improvements for sewer were identified it now makes sense to determine which areas are suitable for expansion and the southeast interceptor will impact densities and future growth in that part of town. Don asked about the coordination between sewer work and the city's transportation plan. Aaron explained a recent meeting of city staff that looked at the next several years of projects in terms of coordination and planning. He stated this is an area of planning the city would like to improve in general. He also explained how the optimization model demonstrates how certain sections of the system can be done to increase capacity without taking on the entire project right away.

Performance Management System

Theresa Albert explained the Performance Management System was created by Sherri Frank to address a Strategic Plan initiative to develop leaders. She stated this program is a toolbox for managers and supervisors. She identified the toolbox components as work force/succession planning and core competency, performance evaluation, positive discipline, and professional development. She also reviewed the elements of each component, and explained how those had been reviewed by the Executive Team to ensure district-wide consistency. She added a committee of directors, managers and supervisors across the district evaluated the performance evaluation forms and process in order to refresh and improve the practice for supervisory staff. She stated another committee has been created to conduct the same evaluation for the line staff performance evaluation process. Theresa briefly reviewed the positive discipline program and explained it was developed to reflect management's philosophy of treating employees as adults, hiring the right people, developing goals and expectations, coaching and developing our staff and applying the positive discipline approach to correct performance. She stated it is our goal to help the employee be successful. She stated the Professional Development Policy concept is for employees to reveal their interests in developing their knowledge, skills and abilities that define the combined district and employee commitment in professional development. She reviewed the process including a skill competency assessment that compares current competencies and desired competences toward preparing a professional development plan. She stated that human resources staff is currently creating and developing the performance management system training that will include classification, recruitment, professional development, core competencies and how that is woven through all pieces of the Performance Management System. Dan Fishkin asked if the system applies to part-time employees. Theresa explained how the professional development is used by the supervisor to assess competencies and what training is needed for employees to move to the next level. Dan asked about disciplinary and corrective actions. Theresa explained the steps of positive discipline beginning with outlined goals and expectations followed by coaching, oral reminder, written reminder, demotion and decision-making leave. She stated decision-making leave is new for the district and explained the employee is asked to spend the day at home evaluating whether they are a good fit for the organization, and create a work plan. She added this step is a final warning before termination. Theresa explained the process depends upon the severity of the issue and steps could be passed over toward resolution of the

situation. Don Horton stated that the creation of the Professional Management System was due to recognition of a number of up-coming retirements and the need to give consideration to how those employees would be replaced with qualified individuals. He stated we want everyone to have the opportunity to advance and this program makes it an equal playing field.

Pine Nursery Community Park Development Update

Michelle Healy stated that staff is requesting input from the board on the priority of the development of remaining improvements at Pine Nursery Park. She noted \$3.6 million was budgeted in the CIP last year for Pine Nursery to do the work that is currently underway on the buildings and shelters. She stated a portion of the money was to cover design and future work that was not defined and described as possibly fields, parking, lighting or a playground, etc. She explained that staff has been evaluating this phase of the Pine Nursery development, and would like to share with the board what we think the next projects are that should be moved forward in 2014-15. She stated that following completion of the current projects, it is estimated that \$2 million will remain to address other options. She presented and briefly described staff recommendations for a playground in the community park area, lighting for the north parking lot, a trash enclosure and bike parking, a shade structure in the wagon wheel, a sun screen structure for field number five, and an accessible trail to the disc golf course. Michelle stated that staff is not recommending the construction of additional fields at this time based on: the current field-use study that does not indicate an immediate need for additional fields; the comprehensive plan 60/40 field-use trigger has not been met; the level of service for baseball/softball fields and multipurpose fields that exceeds targets in the needs/unmet needs analysis; that field development by FC Timbers will increase capacity and decrease demand on existing district fields; funding for additional field capacity would exceed currently budgeted SDC fund allocations; and that maintenance of sports fields is costly and it is difficult to justify allocating funds to additional fields maintenance in light of the number of new projects coming online in the next two years. She added that staff is not recommending adding lighting to existing fields. Dan Fishkin referred to a previous board discussion regarding field capacity during peak times and the potential for adding lighting to the fields to shift some of the demand for peak times to non-peak hours. He stated that he was under the impression that was something we were all in favor of. Matt Mercer stated the field use report previously presented to the board resulting in that discussion was to demonstrate field capacity and the demand for fields during peak and non-peak hours. He stated everyone wants the fields at the same time at particular fields. He stated lights would increase capacity during certain times of the year, but not necessarily during the hours that people desire, typically 4:30 to 7:30 pm. Dan asked if the addition of lighting would expand tournament use at the Pine Nursery. He added that he thinks the complex needs concessions as well. Don Horton stated the concession stand is currently under construction, however, he anticipated concessions during tournaments would operate from mobile structures. Matt stated that the number of weekends for tournaments is close to the maximum capacity, and even during tournaments the preferred hours are 8:30 am to 6:00 pm. He explained that staff evaluation determined that adding fields at the appropriate time rather than lighting would increase capacity, and considering all weather turf for all four fields would provide more multipurpose playable conditions longer in the seasons. He stated that based on the information we have in terms of athletic field usage

we can't say that either the lights or additional fields are necessary right now. Don explained the 60/40 concept set by the board in the comprehensive plan update that directed district use of fields for our own needs 60% of the time and other users 40% of the time. He stated the board determined the district would not build fields for everyone. He stated once the trigger is reached we will begin to develop more fields, and at this time we are not even close to the trigger. Scott Asla stated we are not depending on our fields and we are using school fields. He stated he feels that including school fields in the analysis is a mistake. He stated this is a change in the CIP as the fields were in this year's budget, and he doesn't think that is a positive change or one that he can accept philosophically. He stated we sold the bond issue on delivering the infrastructure for Pine Nursery and the trash enclosure and parking lot lighting are being funded separately which he feels are bond issue projects. The board and staff discussed the cost for the proposed recommendations and saving the remaining funds not spent on the fields toward the building of the two final fields, and rehabilitating the existing fields in the wagon wheel with all-weather turf when the additional fields are needed. Dan stated incorporating the school fields in the district's capacity skews the 60/40 trigger, and maybe the bigger issue is whether the methodology should be revisited. He stated he shares Scott's sense of frustration and it does not seem unreasonable to finish out those two fields and figure out how we can afford to do that. Don explained following the acquisition of the Pine Nursery, it was planned as a 20-year project, and he is hearing that we need to get it done in 10 years when we don't have a need for it. Ted Schoenborn stated we need to consider the changes and demands for facilities, and as we understand the demands better it is not unreasonable to make decisions based upon new information and data. He stated that given the facts we have there isn't a justification for spending that money just yet. He stated we have the plans, we know what we are going to do, and when the demand is there it is the more appropriate use of the money. He added it saves us the maintenance costs of the fields that aren't high priority uses. Scott Wallace stated that he does not think we are abandoning Pine Nursery by scaling back to \$800,000 in improvements that will make the user's experience better. He stated the FC Timbers element was also part of the bond and he looks at that project as part of what the district is doing, too, in support of the development of fields at Pine Nursery. He stated that he thinks we should do what is being recommended, look at the remaining budget, fund it next year possibly, and look at additional resources to build the best configuration for the infields. He stated we are not walking away from the fields, and we should consider the information we have on demand and use, and what we are doing in other areas. Dan stated the information is based on certain assumptions, including the use of public school fields, and if that were removed the data would change. Don stated if we delete the school fields, we would quadruple the number of fields we have as we use more school district fields than we use our own. Craig Chenoweth stated he does not see this cooperative usage of the properties to go away any time soon. He added that he hears a lot publicly about how much money the district has and how we just build facilities. He stated he does not know if building fields in answer to a few people who have concerns over peak usage is necessarily the smartest thing to do. He stated if the data backs that up, he doesn't disagree, but if we are using school district facilities we need to be clear as a board if we are comfortable with it or need to amend that. He stated it feels like we have adequately addressed it and to go forward and spend the money for what is not backed up by the need wouldn't make a lot of sense. He stated he thinks that sometimes

getting ahead of the curve is a good thing, but he would be cautious in going that route. Ted Schoenborn stated that he thinks the district is in a position to program all of the public resources for that kind of recreation; it is an appropriate thing for us to be doing, and an appropriate way for us to be helping the school district get the best use out of their facilities as well. Scott Asla stated that the school district takes their fields off line for maintenance and we have no control over that, and there can be a period of time where 20% -30% of their fields are off line and not available for our use. He stated he thinks we should weight the school district field use in the calculations. Don stated that the district's relationship with the school district has improved over the last few years and he cannot remember a time in recent history that school district fields, that we have programmed, have been taken off for maintenance. Scott Asla stated that between 2002 and 2006 it was routine. Matt stated that the field use information is not skewed by school district use. He clarified that the district use of school fields is nearly all at elementary schools, and we do not have use of high school fields per our agreement. He stated that the issue of school district fields that were taken out of use was a problem in the past and for the last five or six years the high school fields have not been part of our inventory. He stated when the teams are given a choice of where to practice, most are choosing the elementary school fields, even if we have the capacity on district fields, due to convenience of location for the coaches and players. Matt cited the perceived met needs of the community is as high or higher for athletic fields than any other facility we offer, and that is what we have to responsibly bring to you in comparison to those needs that are falling below the need such as aquatic facilities. Scott Asla stated Little League has nowhere to go if we use the elementary fields for lacrosse, and we are doing all of these programs to get kids out of the house, yet at the youngest ages we are closing them out of that use. He stated he does not like considering the Timbers field deal, as there are no other places in our district and our policies that we consider privatization and private facilities, and he is not comfortable with that. Matt stated that over the past few years the district has made an effort to shift district programs to district facilities, where we can, in order to free up the school fields for others. He stated that Little League has made improvements to the school fields for their use and they have use of two of the district's neighborhood parks exclusively. The board and staff discussed lighting the fields at Pine Nursery at length. Dan reiterated his perception that staff had been in agreement about adding lighting to the fields to increase capacity. Don noted that the fields at Skyline are lit and not used during non-peak hours. Matt added that sports staff strongly recommended building two fields rather than lighting existing fields to increase capacity when it is needed. He stated that staff feels the two fields at the Pine Nursery with all-weather turf should be the next step when the demand catches up with the capacity, and at that time do the project the right way. He stated that lighting could be considered at that point or planned for a later step once demand meets capacity. Ted Schoenborn stated that his recollection of the discussion was that everyone wanted to put lighting in at Pine Nursery at some point on fields one through six. Scott Asla asked if staff could do a field comparison with other cities in terms of numbers of sports fields. He added that he feels the district has connected really well with the recreation needs of the community, but not as well with the sports groups. Scott Wallace reiterated the staff recommendation to postpone the building of two fields at the Pine Nursery and to focus on the proposed projects. The board reached a general consensus to go forward with the staff recommendation.

The work session was concluded at 7:40 pm.

REGULAR MEETING

Chair Scott Wallace called the regular meeting to order at 7:45 pm.

VISITORS

Keith Scott addressed the board regarding Mirror Pond. He stated it is good news that PacifiCorp has agreed to fix the dam, but we need to pursue a balanced project. He stated he believes this is a decision that should go to the voters.

CONSENT AGENDA

Minutes: January 7, 2014, Board Workshop & February 4, 2014, Work Session & Regular Meeting

Approve Easement on District Property Policy

Approve drainage easement for Larkspur Park

Approve Ponderosa Park Contract Amendment

Ted Schoenborn moved to approve the consent agenda. Craig Chenoweth seconded the motion. Scott Wallace, Dan Fishkin, Scott Asla, Ted Schoenborn and Craig Chenoweth all voted aye. Motion passed.

Appoint Budget Committee Members

Lindsey Lombard stated there are two vacancies on the district's Budget Committee. She stated these positions will serve a term of three fiscal year budget processes beginning with the 2014-45 fiscal year. She noted the board had received 11 applications and one applicant withdrew as she accepted a position with the district as a fitness instructor. Lindsey reviewed the process the board had previously used to make appointments to the budget committee by scoring their top three candidates. The board conducted the same process by ballot and selected Audrey Belden and Sarah Olson for the Budget Committee positions. Scott Wallace stated that the candidates had a wide range of skill sets and the breadth of experience and quality of candidates this year was the best we have seen. Ted Schoenborn moved to appoint Audrey Belden and Sarah Olson 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 2014-15 fiscal year budget process. Craig Chenoweth seconded the motion. Scott Wallace, Dan Fishkin, Scott Asla, Ted Schoenborn and Craig Chenoweth voted aye. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

Don Horton stated that with regard to the work session discussion about Pine Nursery, he feels that over the years we have created good processes and follow them. He stated if the board does not have trust or faith in the processes, he would like to revisit them. He stated he believes we have built a great park system by relying on the processes we have in place, and if there is ever anything the board is not comfortable with, he would like to discuss it.

Don Horton reported that the \$75,000 received from Tetherow several years ago for Alpine Park will be used to create a trailhead from Tetherow to the forest service trail system.

Don Horton reported the Shevlin Park Resource Management Plan has been on the annual work plan for the past five years. He explained this is a project that staff has not been able to move forward on, and the consulting team hired to do the Riley Ranch Plan was asked to do a scope to create the Shevlin plan. He stated there are a lot of similarities between the two sites and staff would like to use the same consulting team to do the Shevlin plan. He added the \$80,000 cost for the project is within the budget and his authority to approve. He stated it is anticipated the work on the plan would begin in the spring and will include a management plan for recreation resources, policies to guide how we manage the park, and look at the trail system in terms of making some improvements.

Don Horton also provided updates on the Pine Nursery projects, Ponderosa paver plaza and shelter, Miller's Landing boardwalk and community garden, and the Riverbend irrigation pump project.

Don Horton reported there is a group in town that wants to build a velodrome and he has met with them regarding potential locations. He stated that such a facility may be appropriate for Pine Nursery and identified a natural area adjacent to the disc golf course as a potential site. He added the discussion has included expanding the idea into more of a bike park to include a velodrome and cyclocross course. He stated this will be a long process and explained he has shared the Bend FC Timbers land lease agreement with them as a model and discussions will continue with the group.

Don Horton reported on the results of a traffic study associated with the Simpson Pavilion project and stated that it does not trigger the need to build a roundabout at Colorado and Simpson, however there is an ordinance tied to the property that does require a roundabout. He explained that staff will be making a recommendation to the city that we don't do a roundabout along with some recommendations for intersection improvements. He added the SDC fees are anticipated to be lower than originally estimated. Don stated there is still work to be done involving a conditional use permit process and a change to the city land use ordinance. The board discussed the process for changing the ordinance, city requirements for off-site improvements, and the impact on the district's project. Don explained that district legal counsel, Sharon Smith, is working on this process on behalf of the district.

Don Horton reported that staff will be meeting with Opsis Architecture regarding the Simpson Pavilion design to review the building structure. He stated that staff has met with Bend Ice to receive their input on the design of the building structure. He stated that Opsis will also be

asked to look at the facility design in terms of the budget, if we are not able to reduce the anticipated off-site improvements requirement estimate of \$2.5 million. Dan Fishkin stated that he has concerns with the proposed ice mats as opposed to a concrete surface. Don explained that discussion is ongoing and there are four sport court options under consideration. He stated that Matt is arranging for the suppliers to build sample sections of each option to aid in the discussion and decision process. The board and staff discussed the challenge of defining the multi-purpose use of the Simpson Pavilion, and how that impacts the type of surface to be installed. Don also reported on the city's requirement of a sprinkler system if this facility is used for special events, and the resulting increase in construction costs.

Don Horton reported the Colorado Dam Safe Passage project is currently over budget and staff is working on value engineering the project with the contractor and project engineers. He stated it is anticipated an update will be provided for the board on March 18.

GOOD OF THE ORDER

Scott Asla complimented Matt's efforts in incorporating surveys and needs/unmet needs analysis in information prepared for the board. He suggested that the board could be more involved in creating the surveys in terms of creating policy.

Dan Fishkin asked about PacifiCorp's change in direction in terms of fixing the dam, and their long-term intentions. Don Horton reviewed discussions with PacifiCorp leading up to the decision to repair the dam. He explained the use of sheet piling for the repair. He noted that an independent inspection of the dam will be conducted as directed by the Mirror Pond Ad Hoc Committee, and stated the inspection report will include recommendations for a short-term and long-term fix of the dam. Don stated that information will assist in negotiations with PacifiCorp. He added that it would be appropriate for the board to meet in executive session to discuss the elements of a sales agreement the board would consider if the district became the owner of the dam and the pond.

The meeting was adjourned at 8:53 pm.

Prepared by,

Paula Lowery
Executive Assistant

Scott Wallace, Chair

Dan Fishkin, Vice-Chair

Ted Schoenborn

Scott Asla

Craig Chenoweth