

**Bend Metro Park & Recreation District
Board of Directors
Work Session & Regular Meeting
Minutes
February 4, 2014**

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

STAFF PRESENT: Don Horton, Michelle Healy, Lindsey Lombard, Theresa Albert, Jan Taylor, Matt Mercer, Pat Erwert, Colleen McNally, Steve Jorgensen, Jim Figurski, and Paula Lowery

LEGAL COUNSEL: Paul Taylor

MEDIA: Hillary Borrud, The Bulletin.

VISITORS: Keith Scott and Michael McLandress

WORK SESSION

Chair Scott Wallace convened the work session at 5:35 pm.

Easement Policy

Steve Jorgensen explained a policy for Easements on District Property included in the board report was created to address the various types of easements requested by private corporations, utility companies and other public agencies including water lines, telecommunication lines, temporary construction and temporary ingress/egress across district property. He stated the policy provides staff with the framework for processing easement requests and a clear expectation regarding the district's process for those requesting easement. He briefly reviewed the research he had done in creating the district's policy and stated that district legal counsel has reviewed the proposed policy. He explained the fees charged for processing applications and compensation to the district for easements based on fair market value (determined by appraisal), park improvements and donations of land. He stated that compensation for temporary easements that cause a permanent scar or long-term damage will be addressed by the board. Scott Wallace clarified that granting an easement greater than 350 feet is considered by the board and anything less than that is approved by the executive director. Steve stated that if staff determines an easement will create a permanent impact, the executive director can bring the request before the board, along with anything that falls outside of the policy. He stated the policy will establish the district's requirements and inform the public agencies and private entities about those requirements. The board expressed support for the policy and directed that consideration of approval be placed on the February 18 agenda.

Website Update

Colleen McNally conducted a PowerPoint presentation that included a review of the website content, traffic, visitor's use of the site, online registrations, how the website is accessed, search results, and the purpose and challenges of the website. She stated the website consists of 338+ pages of information, 735+ images, 8 main sections and ADA compliant text and images. She stated popular sections of the website are the JSFC and senior center interactive schedules and recreation program and registration portal. Colleen shared statistics about the number of visitors to the website reporting 190,039 visitors in 2013 amounting to a 19% increase over 2012, and a 33% increase over 2011. She stated that visitors use the site to find schedules, seek information and register online. She shared information regarding visits by cities noting significant numbers recorded for visitors from Seattle and Portland. Colleen also reviewed the numbers of online registrations and associated revenue. She shared information about how people access the website noting that 36% use mobile phones and devices and 64% use desktop computers. She stated the district's website works satisfactorily with computer screens, but it is not capable of adjusting to mobile screens. She noted that mobile use of the internet is increasing dramatically, and there is a significant increase in tablet use. Colleen explained how the search for information is conducted, and addressed the challenge to stay in front of how search engines are performing and changing. She cited an additional challenge with the management system of the website that has been exclusive to one company since 2006 resulting in increasing limits on the ability to provide what visitors expect. Colleen identified opportunities such as responsiveness to mobile phones, tablets, desktop computers and interactive features used by site visitors to access maps, park and trail amenity searches, schedules and reminders, and social media feeds such as Facebook, Twitter and others. She stated there is a very popular trend to use open source management software for websites and explained the software is available to developers and programmers worldwide, and not exclusive to one company. She noted the software is economical, flexible, mainstream and supported, and provides tools and functionality features that can be adapted to your own site. She stated that in 2013 it was estimated that WordPress was used by nearly 20% of the world's websites. Colleen stated that planning and budgeting for upgrading the district's website will be conducted in the near future. Ted Schoenborn asked if staff has a cost estimate to address the transfer of the district's website content to a new system. Jan Taylor stated that staff is discussing using an intern or creating a part-time position for the project to save on costs. Colleen noted the WordPress system is a relatively simple platform and a moderate level of experience in Microsoft Word would be sufficient to do this work. She added the more technical aspects of the district's website would involve tools we would need such as an interactive database to support the park and trail features, and we could work with website developers to help with specific needs. Scott Asla stated he would think this is a fairly high priority in light of the statistics about the district's website use.

Budget Committee Applications & Budget Calendar

Lindsey Lombard presented eleven applications received for two open seats on the Budget Committee. She briefly reviewed the components of the application process and noted two of the applicants are prior Budget Committee members. She stated that one of the applicants did not provide a physical address and state statute directs that members of the Budget Committee

reside within the district. The board discussed a selection process and determined to select their top three candidates to be considered for appointment at the February 18 meeting. Lindsey reviewed the dates for the Budget Committee's tour of district facilities (April 22) and budget meeting dates (May 12, 14 & 20). Ted Schoenborn stated he would be out of town during the budget meetings. The board and staff discussed extending the length of the tour to spend more time at each project site.

Executive Director's Report

Don Horton reported the board has received an invitation for a presentation regarding the City Sewer Infrastructure Plan. The board agreed they would be interested in a presentation within the next two months.

Don Horton noted the number of agenda items scheduled in the coming months and suggested the board consider scheduling a longer meeting or an extra meeting in order to address the topics on schedule. The board determined to begin the March 4 work session at 3:00 pm, to be followed by a regular business meeting at 7:00 pm.

Don Horton reported he and Pat Erwert have been working on ways to improve park security and are considering hiring a private firm. He briefly reviewed the plan and explained this move would increase a security presence in the parks. He noted the district has a contract with the Bend Police Department to provide patrol services that is effective through June. Don reviewed the services a private security firm would provide and noted the district Park Rules & Regulations will need to be updated to mirror areas of city ordinances that are not part of the district's current rules and regulations ordinance with respect to citation authority. He also noted that this change would improve customer service for park users, as the private company's staff would be acting as park ambassadors to some level. He stated the board will receive more information about this proposal during the budget meetings.

The work session was concluded at 6:50 pm.

REGULAR BUSINESS MEETING

Chair Scott Wallace called the regular meeting to order at 7:00 pm.

VISITORS

Keith Scott addressed the board regarding Mirror Pond. He is stated he is in favor of retaining the pond and having a free flowing river. He shared a copy of a news article regarding a recent proposal for a middle ground solution.

CONSENT AGENDA

Minutes: January 21, 2014 Work Session & Regular Meeting
Ratify amendment to Executive Director's employment contract
Approve renaming South Canyon Bridge to Conley Brooks Bridge

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

Chair Scott Wallace recessed the regular business meeting and convened a meeting of the contract review board to conduct a public hearing regarding a Construction Manager/General Contractor method of contracting for the Simpson Pavilion project.

Chair Scott Wallace opened a public hearing to receive comment regarding a CM/GC method of contracting for the Simpson Pavilion project.

As no comment was received Chair Scott Wallace closed the public hearing.

Dave Crowther reviewed the process for board approval of the draft findings to exempt the Simpson Pavilion project from competitive bidding and use the CM/GC method to award a contract for the project's construction services. He also reviewed the request for proposal process to solicit proposals from qualified Construction Manager/General Contractor firms. He stated the advertising is done statewide and the RFP allows staff to define the qualifications required for this contract. Ted Schoenborn moved that the Board of Directors, acting as the district's Contract Review Board, approve the draft findings, exempt the Simpson Pavilion project from competitive bidding, and use the Construction Manager/General Contractor (CM/GC) alternative contracting method to award a contract for the project's construction services. Craig Chenoweth seconded the motion. Scott Wallace, Scott Asla, Ted Schoenborn and Craig Chenoweth all voted aye. Motion passed.

Chair Scott Wallace reconvened the regular business meeting.

Adopt Resolution No 361 – Adopting CM/GC Findings

Scott Asla moved to adopt Resolution No. 361 to use CM/GC contracting method for the Simpson Pavilion project. Ted Schoenborn seconded the motion. Scott Wallace, Scott Asla, Ted Schoenborn and Craig Chenoweth all voted aye. Motion passed.

Discovery Park Master Plan

Jim Figurski presented the Discovery Park Master Plan and reviewed the various components and elements of the design. He also reviewed the public process in creating the park design to include a dog park, open lawn, a 3-acre lake, accessible fishing docks, pump house plaza, central plaza and picnic pavilion incorporating restrooms, paved and soft surface trails, and open space natural area. He explained the on street sidewalk will be wider than city standards due to on street parking. Scott Asla asked if swimming will be encouraged. Jim stated the lake will be filled with well water and he did not think swimming will be discouraged and noted the lake will be 14 feet deep in the center and eight feet at the isthmus, with various shore conditions. He added the park will be irrigated from the lake and described plans for an overflow at the north end of the lake to accommodate drainage. Scott Wallace asked if the lake will be full year around and the potential for ice-skating depending upon appropriate weather conditions. Jim stated the lake will be full year around and he would anticipate ice forming on

the edges of the lake; sufficient ice for skating would depend upon extended freezing temperatures. Scott Asla asked about additional restroom facilities at the dog park noting the distance from the proposed restroom to the dog park. Don Horton stated that it may be appropriate to provide portable toilets. Craig Chenoweth asked about the potential for flooding from the lake to the street if there were a significant storm event. Jim explained how the design accommodates a 100-year storm event. The board discussed several elements of the plan and complimented the design. Don noted the cost estimates are not provided at this time and it is anticipated this information will be available in approximately two weeks. The board postponed approval of the master plan until the cost estimates are provided.

GOOD OF THE ORDER

Scott Asla noted that at NRPA he had observed that dog parks are being referred to as a people park that allows dogs. He explained that some people have an idea that a dog park is a day care or play area and they also provide a socializing opportunity for people.

Scott Wallace reported that he had visited the new skatepark and he was amazed by the numbers of skaters and the addition of the skate path is a great feature. He added that people are still using the old skatepark as well.

As there was no further business the meeting was adjourned at 7:35 pm.

Prepared by,

Paula Lowery
Executive Assistant

Scott Wallace, Chair

Dan Fishkin, Vice-Chair

Ted Schoenborn

Scott Asla

Craig Chenoweth