

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session, Executive Session & Regular Meeting  
Minutes  
April 1, 2014**

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

**STAFF PRESENT:** Don Horton, Michelle Healy, Lindsey Lombard, Jan Taylor, Matt Mercer, Pat Erwert, JoAnna Boise, Alan Adams, Mike Rogers, Quinn Keever and Paula Lowery.

**LEGAL COUNSEL:** Neil Bryant.

**MEDIA:** None.

**VISITORS:** None.

**WORK SESSION**

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

**Introduction of New Employees**

Pat Erwert introduced JoAnna Boise, Administrative Specialist. JoAnna stated that she has a Bachelor's degree in communications with an emphasis in event planning. She stated that she grew up in Bend and participated in Bend Park & Recreation youth recreation sports and swimming lessons. She stated she has been a youth volunteer coach for the district and participated in adult sports activities. She stated she is super excited to be an employee of the district.

Pat Erwert introduced Alan Adams, Facilities Specialist. Alan stated he had raised his family on the Oregon coast and in 2008 relocated to Bend. He stated he has a residential contractor background and he and his family are enjoying Bend. He stated he has worked for the district for about three weeks, and his fellow employees are a dedicated group and they take a lot of pride in the structures and parks. He stated it is great to be working with them.

Pat Erwert introduced Mike Rogers, Park Maintenance Worker 2. Mike stated he was born and raised in San Diego and he moved to Bend 16 years ago. He stated he and his family couldn't imagine living anywhere else. He stated he worked at Broken Top Club for 16 years as an assistant superintendent and has worked for the district for about two weeks. He stated he hopes he can continue the high standard and quality that has been set and maybe improve on it.

Michelle Healy introduced Quinn Keever, Park Planning Analyst. Quinn stated she has a Bachelor's in planning and Master's in planning from University of Oregon and Portland State.

She stated she worked in Portland for eight years as a consultant then moved back to Bend with her family. She stated she is excited to be on board and enjoying the work and the people she is able to work with. She stated she appreciates being here and thanked the board for the opportunity to serve the district.

### **Volunteer Program Update**

Kim Johnson shared a 2013 Volunteer Service Summary report providing statistics regarding district volunteers. She reported that in 2013 more than 1,780 volunteers contributed a combined total of over 66,400 hours in support of district programs, events and facilities, an equivalent of 32 full time staff. She described the different types of volunteers as essential, program support and community involvement and explained how each classification serves the district in a variety of ways such as youth sports coaches, goose hazers, on park and trail projects and hosting the AARP tax program at the senior center. She also noted that 60 teens volunteered with summer youth programs, and 20 COCC and OSU/Cascades students volunteered for practicum credit with each student contributing 60 hours to fitness and recreation programs for children and adults. She noted the district uses recruiting tools such as Volunteer Connect, outreach to community organizations, the website, Facebook, social media and volunteer fairs. She cited the challenge of managing the information with the number of volunteers in the program and explained an online web-based system, Volgistics, has been implemented that includes the volunteer application, a volunteer communication tool and provides the opportunity for providing information and service tracking. She stated the volunteer application is hosted on the district's website and accessible on every internet device. Kim stated the criminal background check has been incorporated into the application that can be tracked to avoid having the volunteers repeat the process after their initial application. She stated the information also fills directly into the district's database and demonstrated how the information from the application is collected. Kim stated this is an easy to use database that has created a number of efficiencies in administering the volunteer program. She stated the system can be customized to add any type information we may need. She explained how the system provides a communication tool that allows staff to provide better service to volunteers as customers. She stated that the volunteers can log in and find information about their schedule, post their hours, check for messages or sign up for other volunteer opportunities. She added that this is a good tool on the coordinator level as well allowing them to access the volunteers' schedule, by calendar or day, names, email, phone numbers, etc. Kim stated that April is National Volunteer Appreciation Month and the district will be hosting some events to recognize all of our volunteers. She stated the district is also a member of Network of Volunteer Administrators that along with the Deschutes County commissioners host a community-wide celebration of volunteer service. She stated that on May 7 three of the district's volunteers will be honored: Lindsey Brodeck, teen volunteer with the tennis program who raised \$2,000+ for scholarships; Jerri Pacini, senior center volunteer extraordinaire; and Jan Gifford, the district's DogPac liaison and off-leash area volunteer. Kim thanked the board for their volunteer service and stated the district really appreciates their support. Dan Fishkin asked about the age requirement for the youth volunteers. Kim stated the minimum age for volunteers is 12 as swim instructor aids and junior lifeguards at Juniper. She stated the majority of the summer volunteer opportunities are for teens 14 and up, with the free play program, Cougar Camp and youth recreation programs such as the new Cascade of Fun program. She

stated a lot of those recreation opportunities are a good training ground for teenagers as they gain a number of job skills and they are actively involved with the participants.

### **Senior Center Renovation Scope**

Matt Mercer briefly reviewed the previous board discussions regarding the future potential renovation and expansion of the Bend Senior Center. He noted that a master plan has been completed to guide the future development of the site and facility that was presented to and supported by the board in March 2013, and the board's subsequent consideration of three options for moving the project forward. He cited the board's decision to work toward funding and completing the full project in approximately five years and the board's direction to staff to include the project in the 5-Year Capital Improvement Plan. Matt explained that staff has since considered minor renovations and modest improvements that could be done in the short term that would provide significant benefit to the community in advance of the full build-out. He stated \$500,000 was included in next year's CIP to do more renovation work and upgrades to the senior center in anticipation of the larger project. He stated everything proposed is incorporated in the master plan and wouldn't be redone when we begin the expansion. He noted the design and construction documents are estimated to cost approximately \$50,000 and would be completed in the current fiscal year. He noted \$415,000 is included in fiscal year 2013-14 with the anticipation that planning and design of a larger Phase 1 would be done and \$15,883 has been spent to date. He stated the construction and related fixtures furnishing and equipment are preliminarily estimated not to exceed \$450,000 which would be funded in fiscal year 2014-15. Matt reviewed the components of the proposal including moving the entry to associate with the parking lot and provide a better source of control in the building; enclose the current port e cache area to create an arts and crafts room that would initially provide a fitness/wellness center; repurpose the current fitness area; enlarge the game room; minor interior upgrades to modernize and clean up some things that are maintenance oriented; and the community garden. He explained the project will begin to help establish programs to attract new people. He stated we are proposing to complete the design work in this fiscal year and the project would require limited down time and disruption to the senior center operations. Dan Fishkin asked where the project fits in on the continuum, with the enormity of all of the current projects, and are there the human resources to do it. Matt stated that staff has reviewed the design schedule and he and Michelle have discussed whether the construction manager on staff has the time to manage the project, and we feel confident we can do the project. He stated the construction timeframe is anticipated to be September through December. Ted Schoenborn asked if the entrance from SE 15<sup>th</sup> Street will be in place when the new entry to the building is completed. Matt stated that the area in front of the new entry will be evaluated in terms of how we create a drop-off lane, not only in the short-term, but the long-term as well. He explained the proposed entry area is already well established to become the main entry. Don Horton stated that staff has not determined whether we want an entry off of SE 15<sup>th</sup>. He explained the city has concerns that this would be used as a cut through road. He also shared the possibility of opening up the cul-de-sac to allow access through the neighborhood however, if it becomes a problem, it would have to be closed off. He stated the city doesn't have many options to route people around the roundabout construction. He explained that staff is looking for a consensus of the board that the proposed renovation is a good direction and we will move forward with an engineering contract in this fiscal year. He

stated the board will be asked to consider a construction contract this summer. He cited the improvements to be made including removing the loop road, create the community garden, repurpose the port e cache for interim use as a fitness area, interior work on the game room and senior living room, and create a new entrance. Dan Fishkin asked if it would be less expensive if this work was done as part of the total project. Matt stated that if we were going to be doing the full expansion in the next year or two, that would be true, however since we are looking at the construction of the full expansion four or five years from now, what premium we would experience in costs now in consideration of escalation of costs anticipated in four or five years, would result in higher costs ultimately. He noted this project will address several basic maintenance items that have been deferred for the past two years as we were considering the future expansion. Scott Wallace stated we would have some near-term benefit from the modernization and renovation for a relatively small capital cost. Scott Asla noted the renovation would provide for much more efficient management of the facility. Ted asked about changes to the parking lot. Matt explained that additional parking will be addressed with the full expansion, and for this project the only work to be done is to create a drop-off area with the new entrance. Scott Asla asked if staff has discussed the location of the bus stop with the city. Don stated that has not been considered, and it would be good to have the senior center users dropped at the front door. Matt stated that as far as he is aware, there are very few seniors using the bus, but it would be good to work with them to make it more convenient so people will use it. The board reached consensus to go forward with the proposed renovation of the senior center in advance of a full expansion.

#### **EXECUTIVE DIRECTOR'S REPORT**

Don Horton reported on the NRPA Legislative Forum he and Ted Schoenborn had recently attended. He shared a summary of the NRPA's Legislative Platform. He stated that he and Ted had also met with state legislators and staff. He stated they met with the natural resources staff for Senator Merkley and Senator Wyden about Mirror Pond. He stated the meeting primarily introduced the project and explained where are and how we would like the federal government to assist in the future in terms of funding. He also reviewed the history of the Land and Water Conservation Fund (LWCF) and explained how that has been reduced over the years. He stated NRPA is requesting a change in the formula to dedicate 40% of the royalties from the offshore drilling that funds the LWCF to the stateside portion of the program. Don also reviewed the Older Americans Act Reauthorization Act, Child Nutrition Act/Healthy, Hunger-Free Kids act, Personal Health Investment Today Act, No Child Left Inside Act and Healthy Kids Outdoor Act, and Federal Transportation Policy. He noted it is anticipated funding for trails will be reduced and explained how that will affect the Safe Routes to School initiative. He noted the NRPA Legislative Forum will be discontinued, and cited the importance of maintaining a relationship with our state legislators and their staff.

The work session was concluded at 7:00 pm.

#### **REGULAR MEETING**

#### **VISITORS**

Neil Bryant addressed the board and explained as a private citizen he had paid for and filed a challenge with the circuit court to the ballot title of the initiative filed by Foster Fell on the basis

of clarifying the language. He cited his proposed changes to the language and explained the challenge process that will result in a hearing before the circuit court judge in 30 days.

## **CONSENT AGENDA**

### **Minutes: March 18, 2014, Work Session & Regular Meeting**

#### **Approve New Development Supervisor Position**

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

## **EXECUTIVE DIRECTOR'S REPORT**

Don Horton reported the Mirror Pond Engineering Report has been received and as it falls under the non-disclosure agreement with PacifiCorp, it will not be released to the public until PacifiCorp agrees to release the report. He explained the report will be provided for the board once it has been finalized. He also shared a proposed ballot measure regarding Mirror Pond that Spencer Dahl is proposing.

Don Horton reported on changes to the Day of Play event resulting in an expansion of the Magic in the Park concept where the district will host days of play targeted to low income neighborhoods.

Don Horton reported the Ponderosa Park playground is nearly finished and Chelsea Schneider is working with Bear Creek School on a mural for the playground.

Don Horton reviewed the format for the Budget Committee tour and reminded the board the tour is scheduled for April 22, 9:00 am to 4:00 pm. He explained the tour will begin with a presentation to demonstrate to the board and Budget Committee what they are adopting with the Capital Improvement Plan, and the review how a project evolves from beginning to end including the board's involvement.

## **GOOD OF THE ORDER**

Scott Asla suggested that consideration be given to tying the trail access at the senior center to the west side waterfront trails. Don Horton stated this could be reviewed by staff to determine if there is a solution to providing a trail connection.

Scott Wallace asked if the skatepark trail is connected to the Coyner Trail. Don Horton explained the skatepark will not be connected to the Coyner Trail at this time, and explained we wanted to observe the traffic patterns to determine if there is a preferred route before considering a connection to the Coyner Trail.

Scott Wallace asked how the user policing of the skatepark is going. Matt Mercer stated there have been some safety concerns with bike and skating conflict of use. He stated the good news is that the park is receiving heavy use, and staff is looking at ways to manage the levels of use and whether part-time staffing could provide some level of supervision. Don Horton noted the Truck Stop Skate Park is closing and cited the anticipated impact to the use of the Ponderosa skate park. Matt reported that he is meeting with the proprietors of the Truck Stop to discuss how the district might be of assistance, possibly in helping to find a new location for the indoor skatepark.

Dan Fishkin asked if there is any new information regarding the infrastructure requirements of the city in connection with the Pavilion site or any expectation of when we will have that information. Don Horton stated the city has reviewed our application regarding SDCs and they have agreed with the methodology resulting in a significant reduction to the SDC burden. He stated that at the staff level we have developed a strategy for all of the offsite improvements which will require city council action. He stated the offsite improvements would be less, as they don't include the roundabout yet. He explained the proposal would involve some improvements that would benefit the district at that site. Dan Fishkin asked if there is anything that is holding up the design and planning of the Pavilion at this point. Don explained that staff is moving forward with the design in consideration of being successful with the proposal to the city council. Craig Chenoweth asked if we were still within the timeline in terms of spending the bond funds. Don stated that with the original schedule, the project would have been completed a year ahead of the schedule for spending the bond funds, and this process will not impact that.

As there was no further business the meeting was adjourned at 8:05 pm.

**EXECUTIVE SESSION**

Chair Scott Wallace convened an executive session 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 consulting with legal counsel regarding current litigation or litigation likely to be filed at 8:15 pm. The executive session was concluded at 8:30 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Scott Wallace, Chair

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Dan Fishkin, Vice-Chair

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Ted Schoenborn

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Scott Asla

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Craig Chenoweth