

**Bend Metro Park & Recreation District
Board of Directors
Executive Session & Regular Meeting
Minutes
September 2, 2014**

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

STAFF PRESENT: Don Horton, Michelle Healy, Theresa Albert, Jan Taylor, Matt Mercer, Pat Erwert and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: None.

VISITORS: Keith Scott

EXECUTIVE SESSION

Chair Dan Fishkin convened the regular meeting at 5:35 pm and recessed the meeting to conduct an executive session pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions and ORS 192.660(2)(i) for the purpose of reviewing and evaluating the job performance of public officers and employees.

REGULAR MEETING

Chair Dan Fishkin reconvened the regular meeting at 7:05 pm.

VISITORS

Keith Scott addressed the board in support of the district and city funding of the maintenance and preservation of Mirror Pond. He cited the importance of fish passage and safety regarding the river.

CONSENT AGENDA

Minutes: August 19, 2014 Work Session & Regular Meeting

Approval of Contract Amendment to Riley Ranch – ESA Agrimis

Approve Permit Policy Specific to Drake Park

Don Horton asked to pull the Permit Policy Specific to Drake Park from the consent agenda.

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

BUSINESS SESSION

Assignment of Bend Elks Lease Agreement

Don Horton asked to pull the Assignment of Bend Elks Lease Agreement from the agenda. He explained the applicant has requested additional time for their attorney to review the agreement.

EXECUTIVE DIRECTOR'S REPORT

Don Horton reported that Paula Lowery will be retiring in approximately 18 months and as a part of the 2014-15 budget funds were allocated to move her into an archive position to be able to archive 40 years of district records. He explained the executive assistant position has been upgraded to an Assistant to the Executive Director and following a recruitment process he has offered this position to Vanessa DeMoe who is currently the executive assistant for the state parks director. He stated it is anticipated that Vanessa will start around October 1.

Don Horton referred to previous discussion regarding the Senior Center Project and the need for additional funds related to the landscaping work. He stated that only one bid was received that was \$100,000 over the estimate and as a result staff will be reviewing the plans and meeting with the architect to find a way to reduce that cost before bringing the contract to the board for approval.

Don Horton reported the cost estimation for the second phase of the pickleball courts and associated amenities at Pine Nursery Park came in at approximately \$480,000. He stated staff has reviewed all of the elements of the project and anticipates recommending that the district spend approximately \$122,000 on the project based on the cost estimate. He reported the donor has agreed to increase his donation from \$250,000 to \$275,000, and the donor has asked the Bend Pickleball Club to raise an additional \$80,000. He added the board will be asked to formally approve the district's portion of the project at a later meeting. Scott Wallace asked how this estimate compares with the cost of the first eight courts that were constructed. Don explained there are a number of additional amenities in this project including lighting, a shade structure, power, audio, court lining and some drainage improvements. He noted the cost of construction has also increased significantly during the last few months.

Don Horton reported a public meeting will be conducted on October 9, at 5:30 pm, in the community room to present the Riley Ranch draft master plan and receive feedback from the community.

Don Horton reported the Shevlin Park neighborhood meeting is scheduled for 6:00 pm, September 10, at Aspen Hall.

Don Horton reminded the board that Gopher Broke is scheduled for Friday, September 12.

Don Horton noted that ORPA begins on Monday, September 8, and a number of staff will be attending the conference.

Good of the Order

Dan Fishkin asked that the assignment and subletting provision in the proposed Bend Elks lease assignment requires the landlord’s consent for any assignment and that due diligence is done regarding the assignee’s financial condition and business reputation. He stated the dollar rent is illusory as the additional rent requirements are what really matter and we want to ensure the assignee has the correct business reputation and financial ability for the duration of the term of the lease to satisfy those requirements.

As there was no further business the regular meeting was adjourned at 7:15 pm and the executive session was reconvened. The executive session was concluded at 7:30 pm.

Prepared by,

Paula Lowery
Executive Assistant

Dan Fishkin, Chair

Craig Chenoweth, Vice-Chair

Ted Schoenborn

Scott Asla

Scott Wallace