



# Board of Directors

## Board Meeting Minutes – December 5, 2017

### **BOARD PRESENT**

Nathan Hovekamp, Chair  
Brady Fuller, Vice Chair  
Ted Schoenborn  
Ellen Grover

### **ABSENT**

Lauren Sprang

### **STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Planning & Park Services Director  
Lindsey Lombard, Administrative Services Director  
Julie Brown, Manager of Communications & Community Relations  
Matt Mercer, Director of Recreation  
Vanessa Steele, Assistant to the Executive Director  
Laura Underhill, Landscape Architect  
Brian Hudspeth, Development Manager  
Greg Brady, Sports Program Coordinator  
Rich Ekman, Sports Program Coordinator  
Russ Holliday, Sports Program Manager  
Kim Johnson, Volunteer Coordinator  
Amy Crawford, Finance Manager  
Michael Egging, Recreation Analyst  
Kimberly Lee – Administrative Services Assistant  
Kristin Cunningham – Community Relations Assistant

Legal: None

Media: Scott Hammers, The Bulletin  
Kristen Phillips, The Source



### **5:30 p.m. CONVENE MEETING**

#### **STAFF INTRODUCTIONS**

Kimberly Lee – Administrative Services Assistant  
Kristin Cunningham – Community Relations Assistant

#### **WORK SESSION**

1. Recreation Program Report – Football Programs – *Greg Brady & Rich Ekman*

Mr. Ekman and Mr. Brady shared the football program purpose and goals, participation trends, concussion education and training and the skill development cycle.

2. Economic Impact Study Review – *Michelle Healy and Mark Buckley (EcoNorthwest)*

The final report, Economic Contributions of Bend Park and Recreation District – Benefits and Impacts, was shared with the Board. Mr. Buckley from EcoNorthwest provided a presentation to the Board on the findings.

The final report is available at: [http://www.bendparksandrec.org/about\\_us/board\\_meetings/](http://www.bendparksandrec.org/about_us/board_meetings/)

**REGULAR MEETING**

**VISITORS**

None

**CONSENT AGENDA**

1. Meeting Minutes – 11/7 & 11/21 2017

***Director Schoenborn made a motion to approve the Consent Agenda. Director Grover seconded. The motion passed unanimously, 4-0.***

**BUSINESS SESSION**

1. Budget committee member appointments – *Lindsey Lombard*

Ms. Lombard shared that there were six applicants for the two open positions on the committee. At the last Board meeting the applicant materials were provided to the Board for their review and rating. Ms. Lombard said that of those six, Joanne Matthews and Tom Fisher rose to the top from the Board ratings. The Board briefly discussed the applicants and agreed with the process and outcome.

***Director Grover made a motion to appoint Tom Fisher and Joanne Matthews 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 2018-19 fiscal year budget process. Director Schoenborn seconded. The motion passed unanimously, 4-0.***

2. Juniper Park Improvements – Award Professional Services Contract – *Laura Underhill*

Ms. Underhill explained that Juniper Park contains elements which require upgrades to provide better access for all users and to increase recreation capacity to serve a growing community. She shared that planned program elements include: a new restroom building co-located to serve park and pool deck, universal all-inclusive playground, expanded pathways throughout the park, ADA parking lot upgrades, additional parking off NE 6th street, storm water improvements, a new picnic structure and portable restroom shelters, disc golf course and signage. She stated that staff recommended the Board approve the contract with BECON, LLC for design and engineering services at Juniper Park, for a total contract cost not to exceed \$287,638 that includes a 10% contingency to complete the design work and an allowance for architectural services.

Director Fuller asked that staff reach out to the schools and other user groups.

***Director Schoenborn made a motion to authorize the Executive Director to negotiate and execute a contract with BECON, LLC for design and engineering services at Juniper Park in an amount not to exceed \$230,420 and to approve a total project budget of \$287,638 for professional services. Director Fuller seconded. The motion passed unanimously, 4-0.***

3. Purchase of Lot 70, Phase III, Hidden Hills Subdivision – *Don Horton*

Mr. Horton explained that as part of the planning process for Alpenglow Park, the District is considering pedestrian access to the park. He explained that the western boundary of the park is bordered by a railroad track which cuts off access from the west; acquiring Lot 70 from Hidden Hills Bend, LLC would allow for a pedestrian bridge to span the railroad tracks. Mr. Horton shared that staff had been in touch with the railroad company and they have been supportive of the idea. He also shared that the developer has offered the lot for the same amount that they sold the adjoining lots. Since the bridge project has not yet been approved, the contract will call for the developer to have the option to buy-back the property in the event the bridge project is not approved. The buy-back clause will require that the developer purchase the property from the District for the same amount. This would allow the developer to maintain the quality and appearance of the housing stock and reduce the District's risk.

***Director Fuller made a motion to authorize the Executive Director to negotiate and execute a purchase and sale agreement with Hidden Hills Bend, LLC to acquire Lot 70 in the Hidden Hills subdivision for an amount not to exceed \$120,325, plus any associated due diligence and closing costs. Director Grover seconded. The motion passed unanimously, 4-0.***

4. Purchase of Northpointe subdivision land from PacifiCorp – *Don Horton*

Mr. Horton said that the Board approved the first Northpoint land acquisition from Palmer, LLC in September 2017, which included three residential lots. The second transaction will be to the east of the three Palmer LLC lots and is owned by PacifiCorp. The PacifiCorp parcel is approximately 1.6 acres in size and is the acquisition being considered in this agenda item. He explained that the PacifiCorp parcel is expected to close in November 2018; this timeline gives the District and PacifiCorp time to work through due diligence and finalize a purchase agreement with the City. Mr. Horton shared that when PacifiCorp purchased the property from the City there was a clause that required the City to construct a road along the eastern boundary of the property and to grade the site to accommodate industrial development. The District's purchase agreement with PacifiCorp is contingent on the District obtaining an agreement with the City that retains the road construction and site grading obligations.

***Director Grover made a motion to authorize the Executive Director to negotiate and execute a purchase and sale agreement with PacifiCorp to acquire approximately 1.6 acres at a purchase price of \$7.56 per square foot, or approximately \$526,925.95, and that the price is adjusted following the completion of a boundary survey, if applicable. In addition to the purchase price, I also authorize the payment of any associated due diligence and closing costs. Director Fuller seconded. The motion passed unanimously, 4-0.***

5. Retaining a Legislative Consultant – *Don Horton*

The Board and staff discussed the need for professional assistance in helping monitor legislation. Mr. Horton said that PERS reform, SDCs, grant programs and funding for trails are just a few issues that could have impact on the District. They discussed the cost and timing of the contract and decided to change the duration of the contract to six (6) months.


***Director Schoenborn made a motion to authorize the Executive Director to negotiate and execute a professional services agreement with Kancler Consulting, LLC, to provide legislative consulting work on behalf of the District for a six month period. Director Grover seconded. The motion passed unanimously, 4-0.***

**STAFF REPORTS**  
**EXECUTIVE DIRECTOR'S REPORT**  
**BOARD MEETINGS CALENDAR REVIEW**  
**GOOD OF THE ORDER**

**ADJOURN** 7:40 p.m.

**EXECUTIVE SESSION** - The Board did not meet in Executive Session.

Prepared by,  
Vanessa Steele  
Executive Assistant

  
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Nathan Hovekamp, Chair

  
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Brady Fuller, Vice-Chair

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Ellen Grover

  
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Ted Schoenborn

  
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