



**Bend Park &  
Recreation**  
DISTRICT

## **Board of Directors**

**Meeting Minutes - January 16, 2018**

### **BOARD PRESENT**

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

### **STAFF PRESENT**

Don Horton, Executive Director  
Lindsey Lombard, Administrative Services Director  
Matt Mercer, Director of Recreation  
Sheila Reed, Assistant to the Executive Director  
Sasha Sulia, Superintendent of Park Operations  
Michael Egging, Recreation Analyst  
Jason Monaghan, Facilities Manager  
Brian Hudspeth, Development Manager  
Jeff Hagler, Park Stewardship Manager  
Tom Fisher, Budget Committee  
Quinn Keever, Park Planner  
Ryan Mottau, MIG  
Audrey Robeson, IT Manager

Legal: Paul Taylor

Media: Stephen Hamway, The Bulletin  
Kristen Phillips, The Source



### **WORK SESSION**

**1. Comprehensive Plan Update (Evaluation Criteria)— *Quinn Keever* ( 60 min)**

Ms. Keever introduced the potential evaluation criteria for the Comprehensive Plan update; she outlined the discussion for tonight as the following: overview of the process to develop a potential list of projects that will be evaluated through the criteria, describe the prioritization process, discuss potential criteria, and wrap up with next steps.

Ms. Keever spoke about the many needs of the community and the necessity to have a set of criteria that will help prioritize the capital investment projects for the Comp Plan. Projects in the CIP will be included in the comp plan, but will not go through the prioritization process since they have already been vetted by the Board and already have financial resources attached to them. She further spoke of past plans that have not had an evaluation criteria process, but have relied on the unmet need analysis instead. The unmet need analysis will be a criteria, but no longer the only one. This tool will allow

projects to be sorted into 3 categories high, medium and low. This is also designed to be flexible and meet changing in the needs of the community and the Board will continue to have ultimate say about the projects. This tool will allow for a more refined and transparent process.

Mr. Mottau discussed the sources used to establish the criteria including: BPRD vision mission and values statements, Board input, public input, focus groups, geospatial analysis and other jurisdictions. Mr. Mottau identified key themes from public input that include: strive for close to home for all, serve areas with the greatest density, maximize partnerships, take care of existing recreation sites, identify and take advantage of opportunities, address public's unmet needs. Based on these key themes a list of potential criteria was developed to best identify future projects to meet the goals of the community.

Mr. Mottau explained the Needs/Unmet Needs Analysis. This analysis has been used since 2004, it acknowledges unmet needs, helps focus on the most important needs, helps to identify partnerships that accomplish lower level community needs and adapts to the needs of the changing community.

Ms. Keever explained that as a group they tried to look at the full spectrum. A mock test was run to verify that it falls in line with what the community wants now. Testing a wide variety of projects show that this scoring tool works as intended, but there will always be other considerations for the Board such as costs. Costs will be a factor, but not criteria; otherwise, the results would be skewed. Costs will be associated with each project as they come out of the tool for discussion and costs will be included in the Comp Plan. Furthermore, there is a lot of interest in this plan from the public, the community is answering questions and engaging with the process.

## 2. Review Draft Athletic Field Policy & Stakeholder Input – *Matt Mercer* (30 min)

Mr. Mercer reviewed the draft of the Athletic Field Policy and discussed stakeholder input. He remarked that there are no surprises in the presentation, since he last spoke. The community did not return a huge response to the outreach efforts about the policies, but Mr. Mercer did review the responses from several groups. He noted that Bend Rugby Group and Bend Little League expressed that they would like to be affiliates. Mr. Mercer explained some small changes in language that was made to the plan based on prior feedback from the Board.

The Board asked questions about the affiliate organization agreement; Mr. Mercer responded that an agreement needs to be designed which will take time and be in place for next year.

Mr. Mercer summarized that the Athletic Field Policy formalizes longstanding relationships with partners that we have been working with for many years; it is more transparent and addresses equity issues. Cost recovery and fee setting was removed from this policy, these items will be included in the rental, facility use and special events policies that will be coming before the Board on a later date.

## REGULAR MEETING

### VISITORS

Susan Crosby-Ms. Crosby shared with the Board her enjoyment of her daily walks through Drake Park from Galveston Bridge to the footbridge. She is concerned that the trail plan for Drake Park in this area will create a barrier of trees that may obstruct the view of Mirror Pond and take away the pleasure of watching wildlife and sunsets in this area. She is worried that as the plan calls for less access points and control of the geese that it will sacrifice the aesthetic value the park currently offers. She asked the Board to please not destroy the historical relationship between the park and the pond.

Travis Yamada-Mr. Yamada a Surfer in the Whitewater Park thanked the people that were involved with starting the Whitewater Park and commended the work that Ryan Richard and James Adams do to keep the park running well. He presented some concerns with the seasonal flow of the water and the negative effects on the Whitewater Park. He sent the Board a presentation with pictures and ideas to remedy the flow. Mr. Yamada asked the Board to please look at his materials and consider the requests in the presentation

### CONSENT AGENDA

1. Meeting Minutes – 12/19/2017

***Director Fuller made a motion to approve the Consent Agenda. Director Sprang seconded. The motion passed unanimously, 5-0.***

### BUSINESS SESSION

1. Award JSFC changing room construction contract – *Brian Hudspeth*

Mr. Hudspeth presented to the Board an account of the water damage that was originally noticed last summer in the changing rooms at JSFC. As the damage was being assessed, it was discovered that the problem was deeper. In September, Park Services did a demo and stripped the interior finishes away in one room to assess the water damage and assume that it would be similar in the other three changing rooms. This changing room has been closed ever since and also a shower. After working with an architectural service, this work was put out for bid in September. The amount of \$300,000 was budgeted to come out of the CIP. The CIP allows for some funding for projects that come up unexpectedly. Plans were finished in November, put out to bid in December. Jan 4<sup>th</sup> opened bids publically. Griffin Construction bid \$199,521 and has been chosen as the best option for this project. At this time, it has been determined that a 25% contingency is necessary for the project due to the unknown possibilities with the other changing rooms. The contract is scheduled for completion April 15.

***Director Fuller made a motion to authorize the Executive Director to award a construction contract to Griffin Construction LLC in the amount of \$199,521 for the Renovation of Juniper Swim & Fitness Center Family Changing Rooms Project and approve an additional construction contingency of 25% for a total construction budget not to exceed \$249,401.25. Director Grover seconded. The motion passed unanimously, 5-0. The motion passed unanimously, 5-0***

2. Simpson Site Cleanup & Landscape Project, Construction Contract Contingency – *Brian Hudspeth*

Mr. Hudspeth explained the project at the site on Simpson near the Pavilion. The Simpson site has a planned turf area. Mr. Hudspeth explained the advantages of using turf instead of seed. The benefits include: quicker finished area that can be used this summer for Pavilion programs, less erosion to the area, turf is better to have as a field, obtained pricing of turf that is significantly less expensive than usual, cost savings in staff time and maintenance with putting in seed.

He went on to further discuss the need for an additional \$6,000 from the general fund to do some ADA upgrades, that relate to the asphalt that runs up against the old Park and Ride. The funds would allow for some concrete cutting to put in appropriate curbs and provide ADA parking that does not exist today. This would be in addition to the contract and not to exceed the requested amount.

***Director Grover made a motion to authorize the Executive Director to increase the contract with Sage Ridge, Inc. for the construction of the Simpson Site Cleanup & Landscaping Project, in an amount not to exceed \$51,250 and retain the current 10% contingency for a total construction budget not to exceed \$224,258. Director Schoenborn seconded. The motion passed unanimously, 5-0.***

3. Naming of NE Bend Neighborhood Park - *Don Horton*

Executive Director Horton presented that a new park, which is currently in design, needs to be formally named. He explained that the park area has been in the Goodrich Family for many years and the family and community would like to see the historical value of the park be preserved in the name by calling it Goodrich Park.

***Director Sprang made a motion to approve the name Goodrich Park. Director Fuller seconded. The motion passed unanimously, 5-0.***

4. Juniper Ridge Annexation – *Don Horton*

Executive Director Horton presented information to the Board regarding an annexation in Juniper Ridge. Back in 2007 when the City annexed Juniper Ridge into the city limits, the City came to the District with intent to annex. The form was filled out and recorded with the County; however, the process was not completed by the City. Due to this error, the Urban Renewal Agency lost more than \$200,000 in tax dollars from the properties sold in Juniper Ridge.

***Director Grover made a motion to annex Juniper Ridge upon completion of the city of Bend petition to annex and filing of the petition with Deschutes County. Director Fuller seconded. The motion passed unanimously, 5-0.***

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Horton shared that the Riley Ranch staff and community are very proud of the park, the response from visitors to Riley Ranch has been very positive.

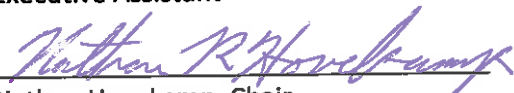
**BOARD MEETINGS CALENDAR REVIEW:**

**GOOD OF THE ORDER:**

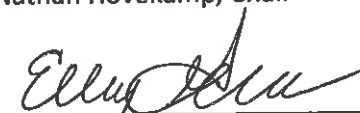
**ADJOURN 8:13 pm**

**EXECUTIVE SESSION** – The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions.

Prepared by,  
Sheila Reed  
Executive Assistant

  
Nathan Hovekamp, Chair

  
Brady Fuller, Vice-Chair

  
Ellen Grover

  
Ted Schoenborn

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Lauren Sprang