



**Bend Park &
Recreation**
DISTRICT

Board of Directors

Board Meeting Minutes – December 19, 2017

BOARD PRESENT

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

ABSENT

Ellen Grover

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
Sheila Reed
Brian Hudspeth, Development Manager
Becky Young
Michael Egging
Russ Holliday, Sports Program Manager
Amy Crawford, Finance Manager
Quinn Keever

Legal: Paul Taylor

Media: Kristen Phillips, The Source

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5:30 p.m. CONVENE MEETING

STAFF INTRODUCTION

Sheila Reed, Assistant to the Executive Director

WORK SESSION

1. Drake Park Bank and Trail Improvements - 30% Design – *Don Horton & Brian Hudspeth*

Mr. Hudspeth presented the Drake Park Bank and Trail Improvements plan. The overall plan has been discussed before and very little has changed in the plan. The plan is broken up into five zones of the bank and trail. Each zone was explained with the planned work for each area including: amenities, bank stabilization treatments, access points, new paths and plantings.

2. Athletic Field Development Priorities – *Matt Mercer & Michelle Healy*

Mr. Mercer and Ms. Healy presented Athletic Field Development Priorities.

Mr. Mercer and Ms. Healy presented on athletic field development priorities. The presentation focused on an overview of current inventory of athletic fields, where participants are located, lighting of existing fields vs. developing new fields, development options and recommended priorities.

7:00 p.m. REGULAR MEETING

VISITORS

Joan Stromberg – Ms. Stromberg provided public comment regarding: the passage channel in the whitewater park, noise in parks, and trails.

Myria Bury – Ms. Bury stated that BPTA supports the restoration efforts along the banks of Drake Park. She shared her concerns regarding boater access and funding.

Mike Olin– Mr. Olin provided comment and support on the Drake Park Bank Realignment Project. He expressed interest in keeping the riparian area growth in control as to not obstruct river views.

Gary Davis – Mr. Davis has provided input on the Drake Park Bank Realignment Project in the past and is supportive of the changes that have been made. He provided additional comment on keeping the view of the river in section two.

2. Athletic Field Development Priorities – Matt Mercer & Michelle Healy (Continued)

Mr. Mercer and Ms. Healy continued the discussion included combined field inventory with BPRD and Bend LaPine Schools fields. They explained that although 54% of participants live on the West side, there are more fields located on the East side. Adding lighting to existing fields provides additional 12-18 playable hours per week. Developing a new field would add 30-71 playable hours per week.

The priority recommendations presented to the board include:

1. **Pacific Crest Middle School Site**
Construct 2 multipurpose fields
2. **Pine Nursery East Additional Fields**
Construct 2 additional ball/multipurpose fields
Install lights at pinwheel if budget allows

Future options presented to the board include:

3. **Pine Nursery North Multi-purpose Field**
Construct 2-4 multipurpose fields
4. **Pine Nursery Field Lighting**
Add lighting to remaining fields at Pine Nursery.
5. **Big Sky Improvements**
Add lighting to selected fields
Multi-purpose Field 1 artificial turf
Baseball Field 3 artificial turf infield

CONSENT AGENDA

1. Meeting Minutes – 12/5/17

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

BUSINESS SESSION

1. Fiscal year 2016-17 Comprehensive Annual Financial Report and Financial Update – *Lindsey Lombard, Amy Crawford & SGA CPAs & Consultants Brenda Bartlett*

Ms. Lombard introduced Ms. Bartlett and provided a copy of the Comprehensive Annual Financial Report, and stated that it is also available on the website. Ms. Lombard explained that there was a request made for proposals this year for an auditor, SGA CPAs and Consultants was selected by the committee. She went on to further say that it was the first year with this group and was a good experience.

Ms. Bartlett shared an overview of the report with the board. She explained how the report was put together and included a summary of responsibilities in the report. Ms. Bartlett stated that management is responsible for providing the financial statements and the auditors are responsible for reading and researching the report, providing an unmodified or clean opinion. Ms. Bartlett shared that their findings were that it was as very clean audit.

Ms. Lombard requested that the board formally accept the audit.

Director Fuller made a motion to accept the District's audited Comprehensive Annual Financial Report for the fiscal year 2016-17. Director Grover seconded. The motion passed unanimously, 4-0.

2. Comprehensive Plan – Proposed Level of Service Methodology and Policies – *Quinn Keever, Michelle Healy, Ryan Mottau, MIG 8:00 pm*

Ms. Keever addressed the agenda of the report, updated the status of the plan, explained the Level of Service Methodology, spoke about policy recommendations, and next steps. Reviewed phase one of the plan which was a big push for public outreach, and phase two which was more public outreach confirming what was heard in phase one. Now the plan is in phase three confirming the level of service, policy recommendations and in the process of compiling all the public geospatial needs which will result in a list of projects. A draft of the recommended criteria will be shared next month, once the criteria is confirmed, it will be used to score projects for priority in February and a draft plan will be shared in April and public input will be sought in May.

Ms. Healy explained how the data was collected for the proposed Level of Service Methodology. She explained that as a group they really wanted to hear from the community about needs, especially with increased growth and increased tourism impacting the density in our parks. Based on community response from several different surveys and focus groups, data was gathered to address density issues. Majority of surveys recommend adding more parks first, enhancing existing parks second. Relying on existing parks showed very little support. The data gathered reveals that access is becoming more important to the members of our community.

Current methodology measures for parks:

- 1.5 acres of neighborhood parks per 1,000 people with consideration to: distribution, proximity and barriers to access
- 5 acres of community parks per 1,000 people with consideration to distribution
- 10 acres of regional parks per 1,000 people with consideration to distribution
- 1 mile of trails per 1,000 people

The proposed refined methodology proposes using a refined analysis of “close to home” opportunities, focuses on equity of parks around the district, considers flexibility between neighborhood and community parks and emphasizes importance of the trails and local connectivity. This methodology includes a standard of creating access to parks that are a ½ mile walk from any giving area. The city was mapped out to determine where this standard is being met and where barriers may exist. The city was further divided to show where parks may be placed to meet the standard should it become the methodology used to determine new parks.

The board collectively liked the proposed refined methodology.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Horton requested that two board members volunteer to work with COID staff to talk about some opportunities and ideas on the trail system. Ted Schoenborn and Lauren Sprang volunteered to work with COID.

BPRD will develop policy on decorations in the parks.

BOARD MEETINGS CALENDAR REVIEW

Jan 2 canceled

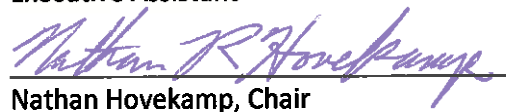
Jan 9 Board Workshop

GOOD OF THE ORDER

ADJOURN 9:30 pm

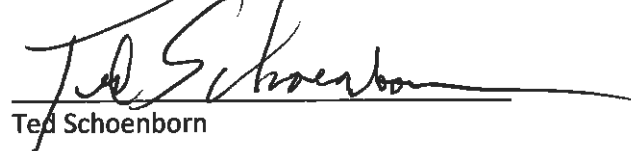
EXECUTIVE SESSION - The Board did not meet in Executive Session.

Prepared by,
Sheila Reed
Executive Assistant


Nathan Hovekamp, Chair


Brady Fuller, Vice-Chair


Ellen Grover


Ted Schoenborn


Lauren Sprang