



**Bend Park &  
Recreation**  
DISTRICT

# **Board of Directors**

**June 5, 2018**

**District Office Building | 799 SW Columbia | Bend, Oregon**

**BOARD PRESENT**

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

**ABSENT**

Ted Schoenborn

**STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Planning and Park Services Director  
Lindsey Lombard, Administrative Services Director  
Matt Mercer, Director of Recreation  
Julie Brown, Manager of Communications and Community Relations  
Sheila Reed, Assistant to the Executive Director  
Brian Hudspeth, Development Manager  
Kim Johnson, Community Engagement Supervisor  
Colleen McNally, Marketing Manager  
Bryan Longoria, Marketing Coordinator  
Jeff Hagler, Park Stewardship Manager

**LEGAL**

Paul Taylor, BLJ Attorneys at Law

**MEDIA**

Stephen Hamway, The Bulletin



**4:00 p.m. EXECUTIVE SESSION** - The Board met in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions, ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and ORS 192.660(2)(i) for the purpose of reviewing and evaluating the performance of an officer, employee, or staff member.

**5:30 p.m. MEETING CONVENED**

## **NEW STAFF INTRODUCTIONS**

Roxy Kanable, Park Maintenance 1: Community Parks Crew

Dave Arnold, IT Manager

Betsy Tucker, Finance Manager

Laura Mercier, Payroll Specialist

Chloe Knieval, JSFC Shift Supervisor

## **WORK SESSION**

1. City of Bend Transportation System Plan – *Nick Arnis, Director of Growth Management, City of Bend*

Karen Swirsky, Senior Planner for City of Bend Growth Management filled in for Nick Arnis. Ms. Swirsky explained that the Transportation System Plan (TSP) is a roadmap for how the City spends money on roads and projects and should reflect the values of the community. The TSP shows the needed improvements to manage growth to 2040, indicates projects and programs that best reflect City goals and balances the needs of all modes of travel. She spoke about the regulatory requirements of the TSP, requiring cities to have a 20 year plan that supports statewide, regional and local systems, promotes choices, provides safe and convenient access and circulation, facilitates the flow of goods and services, provides adequate funding for needed projects, and coordinates with the Metropolitan Planning Organization (MPO).

Ms. Swirsky showed a slide that referenced the decision making structure that includes, public input, City Council, MPO, Project Management Team and a few committees and working groups. In addition, she showed a flowchart of the decision making and funding plan that creates the preferred transportation investment package for Bend. Next, she talked about the timeline of the process, with organizing the wants/needs of the community, funding them and then prioritizing, implementing and adopting the plan by winter 2020. In this process, the City will be looking for public input beginning with open houses in June and July.

The Board asked questions about the District's involvement in creating the TSP, if trails will be considered and identified as transportation networks, how the City is planning out past the UGB and how technology effects the TSP. Ms. Swirsky said District employee, Laura Underhill, serves on the TSP board and staff from the City and the District will work together on this plan. The trail map and policies of the District will be adopted into the TSP and the City is considering adding in identifiers to recognize trails as created by the District and classifying responsibility as well. Trails are important to the public and will be in the TSP as transportation and as suggested will work with the District to make this a transportation system. The City is planning out past the UGB using a lot of collected data and assumptions of future growth. Finally, she commented about technology and stated that it can affect the TSP with the future of driverless cars, needing less parking and more pick up and drop off areas and timing of stoplights as a couple of examples.

## **2. Volunteer Program Update – *Kim Johnson***

Ms. Johnson began her presentation with speaking about the value of having volunteers in the District. Volunteers help with patrons of programs and help care for spaces that they love. The District values volunteers as partners in helping to achieve the mission and goals of the District. Volunteering is a way for people ages 12 to 80 to connect and be involved and calls come in daily from community members looking for ways to volunteer.

Ms. Johnson said that volunteers support the following areas: recreation programs, events, outreach and activities, park and trail maintenance and administration and special projects. There are more than 1800 volunteers and 51,000 hours of time reported last year. These volunteer hours add up to the approximate equivalency of 25 full time employees.

Volunteer coaches account for 729 of the District's volunteers, contributing 35,000 hours and serving 6,149 children. Recruitment of these positions is an ongoing challenge. Ms. Johnson said the District is using the registration process as an opportunity to recruit coaches, the District has recently created a recruiting video as a tool for use on the website and social media. Currently, the District is looking at new incentives to attract more coaches.

Ms. Johnson next spoke about the new opportunities for volunteers including: greeters and hosts at Riley Ranch, surveys that will be conducted with river users this summer and exploring the possibilities of using volunteers as after school ambassadors at Rockridge skate park. In closing, Ms. Johnson mentioned that volunteering is a great segue into employment with the District. Many volunteer positions can provide opportunities to gain experience and learn about job openings.

## **3. Website Launch Update – *Colleen McNally and Bryan Longoria***

Mr. Longoria spoke about the recent launch of the new District website and explained how the new site was designed around the use of the system. He remarked that 50% of the website users are accessing the site with mobile phones. In response, the site was updated to a better mobile format including a responsive design with click to call numbers, mobile calendars and schedules and interactive maps. Other features include: real time fitness schedules, subscribe on your device and class descriptions.

Mr. Longoria highlighted the interactive park and trail map features and interactive map for rental facilities, including a search by features or by location. The site wide translator is another new addition to the site, with multiple language adaptations. In addition to the translator, the website also offers a Spanish resources section and Spanish fitness calendars for programs designed to be more hospitable to our Latino community.

Overall the website has a more engaging look with easier access and continuity of branding and values of the District.

**6:50 p.m. BREAK/TRANSITION**

**7:00 p.m. REGULAR MEETING**

**VISITORS**

None

**CONSENT AGENDA**

1. Meeting Minutes – 5/1/2018
2. Meeting Minutes – 5/10/2018

***Director Grover made a motion to approve the consent agenda. Director Sprang seconded. The motion passed unanimously, 4-0***

**BUSINESS SESSION**

1. Adopt Resolution No. 410 – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2018 – *Lindsey Lombard*

Ms. Lombard directed the Board to page 24 of the Board Report. She said that per the District's System Development Charges (SDC) Methodology, SDC fees should be considered for an adjustment annually based on inflation or deflation, and this rate is based on two indices that adjust for changes in: land costs and construction costs. The land cost numbers come from the Deschutes County assessor, based on real market value, not assessed value and is the valuation of property that is within the District's boundaries. The construction cost numbers come from the Engineering News-Record 20 US Cities Index. Ms. Lombard explained the provided calculations that reflect the real market value of properties and the increase in construction costs that ultimately calculate to an adjustment increase to the SDC fees for the District of 8%.

The Board asked several questions about the valuations on the SDC Adjustment Factor Calculation, the impact on the District and the increases to the SDCs. It was mentioned that the SDC methodology rewrite is coming up this year; it was last addressed in 2009. Ms. Lombard and Executive Director Horton continued to point out that the cost of land and construction are both going up reflecting a need to adjust the fee for inflation now. Director Fuller expressed concern for raising the costs at this time especially with agencies looking at the District for affordable housing contributions, and he asked if the Board would entertain a lower percentage of increase. Chair Hovekamp, Directors Grover and Sprang responded in opposition to lowering the increase at this time. Ultimately, all members acknowledged that because the rules allow for inflationary increases that this motion should be voted on and further concluded that the concerns expressed can be addressed in the work that will be done on the rewrite of the SDC methodology.

**Director Fuller moved to adopt Resolution No. 410, setting the District's System Development Charge fee schedule contained therein effective July 1, 2018. Director Grover seconded. The motion passed unanimously, 4-0.**

2. Hold Public Hearing and Adopt Resolution No. 411 – Adopting the Budget and Making Appropriations for Fiscal Year 2018-19, and Adopt Resolution No. 412 - Imposing and Categorizing Taxes for Fiscal Year 2018-19 – *Lindsey Lombard*

**Chair Hovekamp opened a public hearing at 7:13 pm. There was no comment. Chair Hovekamp closed the public hearing at 7:13 pm.**

Ms. Lombard explained that Oregon Local Budget Law requires the District take the proposed budget to the full Budget Committee for approval and then the approved budget comes to the Board to adopt the budget as approved or the Board can approve the budget with limited changes. Ms. Lombard said that at this time, staff is not recommending any changes to the budget and the Board is being asked to adopt the budget as it was approved.

Ms. Lombard described that Resolution 411 encompasses two processes, adopting the budget and then approving the appropriations. Ms. Lombard explained that money has to be appropriated by organizational unit and category. She explained that interfund transfers are counted twice, it is counted in the transfer and then again in the category in which it will be spent, there is about \$5.5M that is accounted for in transfers this coming budget year. Next, Ms. Lombard reviewed the operational budget and total capital outlay and discussed how the money is appropriated in these portions of the budget, reminding the audience that the appropriations represent the money that is budgeted to be spent in fiscal year 2018-19 and not necessarily the total for a particular multi-year project for example.

Director Grover asked about the unappropriated funds. Ms. Lombard said that the unappropriated ending fund balance is \$1.6M (this is working capital and a backup fund to protect the District in case of an emergency) with a total of \$9.4M of combined unappropriated ending fund balance and reserves for future expenditures. The reserves are a savings account to fund the future CIP projects that the District has committed to and reduces the amount that the District would eventually need to borrow – thereby saving interest expense.

Ms. Lombard explained Resolution 412 is for imposing the permanent property tax rate of \$1.461 per \$1,000 of assessed value and the amount of \$1,927,230 for debt service for the District's General Obligation Bonds.

The Board did not have further questions since they were present at the Budget Committee meetings.

**Director Grover moved to adopt Resolution No. 411, Adopting the Budget and Making Appropriations for Fiscal Year 2018-19. Director Fuller seconded. The motion passed unanimously, 4-0.**

**Director Sprang moved to adopt Resolution No. 412, Imposing and Categorizing Taxes for Fiscal Year 2018-19. Director Grover seconded. The motion passed unanimously, 4-0.**

3. Adopt Resolution No. 413 – Adopting the Capital Improvement Plan Summary for Fiscal Years Ending 2019 - 2023 – *Michelle Healy*

Ms. Healy presented the resolution for the Capital Improvement Plan Summary; she commented that every year a new 5 year CIP is created. Ms. Healy briefly explained the budget of the CIP, stating that there have been no changes since the Budget Committee meetings.

**Director Fuller moved to adopt Resolution No. 413, adopting the Five-Year Capital Improvement Plan Summary for fiscal years ending 2019 - 2023. Director Sprang seconded. The motion passed unanimously, 4-0.**

4. Approve IGA with City of Bend for Empire Avenue Corridor Improvements and Northpointe Land Acquisition – *Brian Hudspeth*

Mr. Hudspeth presented the IGA for extension of Empire Ave. through Pine Nursery Park. The IGA offers a land trade with the City and District. The City needs additional property to build a roundabout (Purcell and Empire) and the District will get additional property to add to the park site at Northpointe.

Included in the agreement are some trail connections and crossings that the District would like to have in the area. The agencies will work in collaboration for final design and input for the park property and landscaping. The construction is scheduled to begin in September. The city would like to incorporate some of the pedestrian trails maintained by the District into the plan instead of building sidewalks and continue the network of trails with some pedestrian connectors.

The first phase of construction is the roundabout, the City needs .60 of an acre of District property to create the roundabout. In trade, the City will give approximately the same amount of land to the District at Northpointe to add additional parkland to a planned park. In addition, the City will add in some pedestrian crossings that will allow for trails to connect these crossings to Pine Nursery Park. Further improvement phases will include Empire Ave and Purcell Ave modernization projects to add sidewalks, signal work and bring area up to City standards.

The park at the Northpointe property will consist of 3 separate purchases, the District has purchased 3 residential lots, one lot will come from the City of Bend (trade as stated in the

IGA) and the last lot will be purchased from Pacific Corp. The District will build a park that is just less than 3 acres and extend the road (Rockhurst Way).

***Director Grover made a motion to authorize the Executive Director to negotiate and execute a IGA with the City of Bend for the Empire Avenue Corridor Improvements and Northpointe Property. Director Sprang seconded. The motion passed unanimously, 4-0.***

**5. Approve temporary construction easement for City Sewer Plant Rehabilitation Project at Pine Nursery Park – Brian Hudspeth**

Director Fuller declared a potential conflict of interest, due to his firm being involved in construction management of this project as a subcontractor to the City's prime construction management firm; however, he indicated that he did not believe this was a real conflict of interest and intended to participate in the discussion and vote on the matter.

Mr. Hudspeth showed a map of the sewer line location; the project starts at Pine Nursey Park and ends at the sewer plant. The City of Bend has a sewer line that parallels the north unit canal. It is a major line and carries sewage to the plant for the whole city of Bend. The pipe is old and needs to be rehabilitated. The sewage will need to be diverted to temporary pumping plants; pipes will be above ground and will run through the park. The duration for the project will be June –December 2018.

The City currently has an easement for the sewer line on the property and is now asking for a construction easement. The City will use NUID canal road for most vehicle access and be less disturbing to the park.

Ms. Grover asked about the protections in place if the pipe fails. Mr. Hudspeth responded that the IGA states that the property will be returned to the original condition and would further follow up if necessary.

***Director Sprang made a motion to authorize the Executive Director to execute necessary documents granting the temporary construction easement to the City of Bend for the Plant Interceptor Rehabilitation Project at Pine Nursery Park. Director Grover seconded. The motion passed unanimously, 4-0.***

**6. Approve Land Acquisition for Bend Golf and Country Club Parcel – Don Horton**

Executive Director Horton showed the parcel of land that the District would like to purchase. He explained that there is an encroachment on the property by one of the neighbors. BGCC is working with the homeowner to sell him that piece of the property, and will likely have to do a lot line adjustment on the property. Executive Director Horton said that this issue will have to be resolved prior to purchase and if there is a lot line adjustment, that land will be backed out of the price for payment. A tee box may be moved or a lot line adjustment could be done as well on another section of the land, which means there will be a little less land than the stated lot size.

Executive Director Horton disclosed that the District had the land appraised, offered a price lower than appraised, but based on another piece of land that they already had in contract and they have agreed on the price. The conditions of the Purchase and Sale Agreement include: Board approval, clean phase one environmental report, clean title report and lot line adjustment issues resolved. There is also 0.6 of water rights for the property that could be used to irrigate the property. Closing may take a little longer than usual to take care of all the particulars; however, the property will not be developed for about 3 years. This will give BGCC time to move the cart path and sod farm that are currently on the property.

Chair Hovekamp asked if this property is in an underserved area. Executive Director Horton said that this property is in an underserved area according to the Comp Plan and the .5 mile walking distance park goal.

***Director Fuller moved to authorize the Executive Director to negotiate and execute a Purchase and Sale Agreement with the Bend Golf and Country Club for the acquisition of 3.39 +/- acres of property off Parrell Road for an amount not to exceed \$767,700 plus all related closing costs. Director Grover seconded. The motion passed unanimously, 4-0.***

7. Approve IGA with Bend LaPine School District – *Matt Mercer*

Mr. Mercer introduced the IGA as a new agreement that is an update, it is a 5 year agreement and does not make substantial changes in the agreement, but adds clarity in language and purpose.

Director Grover commented that this is an important agreement for the relationship with the school district and she is happy that it is clarified and is a longer term agreement. Director Fuller said that it is good to get clarification on the table and share with other school board members. He suggests these types of agreements are really important as new members come on board to understand the foundation of service we provide.

Director Sprang asked about the number of children that are allowed in a park at a given time. She expressed some concern with the high number of kids all at one time. Mr. Mercer explained that an addendum was added so that schools would notify the District in order to have better control on the number of kids at a park and prevent schools from overlapping each other. It has always been implied, but now it is in the agreement. Executive Director Horton pointed out that it is also an important safety feature so that kids aren't showing up in parks when there is spraying or controlled burns happening. Mr. Mercer said, "We want the schools to use the parks; we just want them to reserve them."

***Director Grover moved to authorize the Executive Director to execute the Intergovernmental Agreement with Bend LaPine School District effective for 5-years commencing July 1, 2018. Director Fuller seconded. The motion passed unanimously, 4-0.***



Prior to going into the final Executive Session for the evening, the Board finalized the evaluation of the Executive Director from the earlier Executive Session.

**Director Grover moved to accept the evaluation conducted for the Executive Director for evaluation period of June 21, 2017 through June 20, 2018 and to award a 3% bonus effective June 21, 2018 with an additional 40 hours of paid leave. Director Fuller seconded. The motion passed unanimously, 4-0.**

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Horton asked for 2 Board members to volunteer to serve on the Mirror Pond Solutions work group. Director Fuller agreed to serve and Director Sprang agreed to serve if Director Schoenborn is not able to serve in the role.

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

Director Fuller thanked Mr. Hudspeth for his contribution to a field trip that he helped lead in Drake Park for his daughter's 5<sup>th</sup> grade class on June 4<sup>th</sup>.


**ADJOURN 8:33 p.m.**

Prepared by,  
Sheila Reed  
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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Lauren Sprang

