



Bend Metro Park & Recreation District

May 1, 2018

Board of Directors

Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.



District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

May 1, 2018

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

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4:00 p.m. EXECUTIVE SESSION – The Board will meet in Executive Session prior to the regular meeting 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 performance of an officer, employee, or staff member. This session is closed to all members of the public except for representatives of the news media.

6:00 p.m. CONVENE MEETING

WORK SESSION

1. Recreation Report: Family Night – *Clare Gordon (15 min)*
2. Recreation Outreach Goals and Strategies – *Amanda Jamison and Sue Boettner (40 min)*
3. Reinstate JSFC Shift Supervisor Position – *Matt Mercer (15 min)*

6:50 p.m. BREAK/TRANSITION

7:00 p.m. REGULAR MEETING

VISITORS

The Board welcomes input from individuals who wish to speak at our public meetings. Meeting attendees who wish to speak are asked to submit a comment card provided at the sign-in table. When invited to the podium, please state your name and address for the record and limit your comments to three (3) minutes. Thank you for your involvement and time today.

CONSENT AGENDA

1. Meeting Minutes – 4/3/2018

BUSINESS SESSION

1. Reinstate JSFC Shift Supervisor Position – *Matt Mercer (15 min)*

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

PROJECT REPORT: Attachment in the Board Report

GOOD OF THE ORDER

ADJOURN

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Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 1, 2018
SUBJECT:	Recreation Program Report – Family Night at JSFC
STAFF RESOURCE:	Clare Gordon, Assistant Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None – for information only
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Respond to User Expectations
Initiative:	Ensure access to recreation programs and services for those with limited ability to pay.

BACKGROUND

In order to assist the Board of Directors in developing familiarity with recreation programs and services, District recreation staff will make a brief presentation on a specific program during the first work session of each month. The presentations will include an overview of the program history, content, goals and outcomes, participation trends, customer feedback and more.

This month's Recreation Report will feature Family Night at Juniper Swim & Fitness Center, a free event held the 2nd Saturday of each month.

BUDGETARY IMPACT

The program is a part of the Recreation Services general fund budget.

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 1, 2018
SUBJECT:	Outreach Goals and Strategies
STAFF RESOURCE:	Amanda Jamison, Outreach Coordinator Sue Boettner, Recreation Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None – for information and Board feedback
STRATEGIC PLAN:	
Theme:	Community Connection
Objective 3:	Respond to User Expectation
Initiatives:	Ensure access to critical recreation programs and services for those with limited ability to pay. Consider the interests and needs of the Latino population in the provision of services.

BACKGROUND

Outreach efforts differ from District communication and marketing efforts in that they focus on building awareness of and eliminating barriers to participation in programs for underserved populations or people who might not otherwise have access to the programs and services. To this purpose, outreach efforts involve more individual relationship building than traditional marketing efforts, and often require going to people rather than having them come to us. It also requires extensive networking and collaboration with other organizations that are working with similar populations.

The District has made a concerted effort over the past several years to increase outreach efforts to underserved populations. This includes outreach efforts to two populations specifically identified in the District Strategic Plan: low income families and the growing Latino community. To provide capacity and expertise to address these initiatives and other outreach goals, the District added a Latino Outreach Specialist in fiscal year 2014-15 and dedicated a full-time position to coordinate Outreach and Events in fiscal year 2015-16.

Even with the additional resources the District has committed to outreach efforts, it is critical that the District prioritize outreach goals as they typically require extensive and sustained efforts to be successful. Staff will share with the Board the current goals and strategies for outreach, and seek Board input and feedback.

BUDGETARY IMPACT

Resources for the current level of service in outreach efforts are included in the Recreation Department budget. There are no significant changes in the proposed budget for fiscal year 2018-19. Future funding requirements will depend on District goals and desired outcomes.

STAFF RECOMMENDATION

None – Staff is seeking Board input and feedback on current goals and strategies.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 1, 2018
SUBJECT:	Reinstate JSFC Shift Supervisor Position
STAFF RESOURCE:	Matt Mercer, Recreation Services Director Sue Glenn, JSFC/Senior Center Manager
PREVIOUS BOARD ACTION:	Adopted Fiscal Year 2017-18 Budget on June 6, 2017
ACTION PROPOSED:	Approve one new full-time Shift Supervisor 2 position at Juniper Swim & Fitness Center
STRATEGIC PLAN:	
Theme:	Operational Excellence
Objective 3:	Improve Business Practices
Initiatives:	Identify, evaluate and improve critical processes to decrease inefficiencies and/or duplication of work.

BACKGROUND

The Shift Supervisor positions at Juniper Swim & Fitness Center and other recreation facilities is responsible for ensuring the smooth operation of the facility, staff and programs during their assigned shift. Shift Supervisors, or a Manager acting in that capacity, are assigned during all hours of facility operations. Last June, Juniper Swim & Fitness Center reinstated an Assistant Manager position and combined it with a vacant Shift Supervisor position and additional part-time shift supervisor hours. The goals of this change was to provide additional support for the Recreation Manager overseeing both JSFC and the Senior Center, provide needed staff capacity to begin planning efforts for Larkspur Community Center, and to develop a Facility Supervisor position to support our future needs with the Larkspur expansion.

The past year of experience has shown that the immediacy of the shift supervisor responsibilities generally takes precedence over other responsibilities. As a result, the Assistant Manager position has not been able to take on many of the management responsibilities that were originally intended for the position. With Larkspur about to enter construction, it will be critical that we have the staff capacity to plan for its successful operation and develop management staff to support two large facilities. In developing the budget for fiscal year 2018-19, staff prioritized reinstating the second full-time position Shift Supervisor 2 position at JSFC to support these needs.

The cost of the new full-time position will result in the reduction in part-time shift supervisor hours and wages. Additionally, the change will allow for the Assistant Manager to take on the coordination responsibilities of several programs resulting in the elimination of part-time program coordination hours and wages. The net budget impact of these changes for the fiscal year 2018-19 proposed budget is \$2,302. This change effectively restores JSFC to the full-time staffing level it had in prior years when it operated with a Manager, Assistant Manager and two full-time Shift Supervisors.

Staff is requesting that the Board approve this additional full-time Shift Supervisor position in advance of the budgeting process so that we can hire an individual prior to the busy summer season to ensure shift supervisor coverage and program coordination support.

BUDGETARY IMPACT

The projected salary and benefits for the proposed full-time position for the remainder of fiscal year 2017-18 is approximately \$5,500. The Recreation Department's personnel budget is anticipated to be able to absorb the cost of the new full-time position for the remainder of the current fiscal year through a corresponding reduction in part-time Shift Supervisor hours.

The new full-time position is included in the proposed budget for fiscal year 2018-19 that the Board will be considered this month. Due to savings in part-time Shift Supervisor wages and the elimination of the part-time youth coordinator position, the new full-time position results in an estimated \$2,302 in additional costs for the fiscal year 2018-19.

STAFF RECOMMENDATION

Staff recommends the Board approve the full-time JSFC Shift Supervisor 2 position.

MOTION

None – Motion will be proposed in the Business Session.

ATTACHMENT

None



Board of Directors

April 3, 2018

District Office Building | 799 SW Columbia | Bend, Oregon

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 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
Jeff Hagler, Park Stewardship Manager
Sue Boettner, Recreation Manager
Sasha Sulia, Superintendent of Park Operations
Jessica Jameson, Head Coach Master Swim Program
Shannon Gillman, Aquatic Coordinator
Charlie Redline, Park Steward
Sue Glenn, Recreation Services Manager
Amanda Jameson, Outreach Coordinator
Ryan Richard, River Recreation Specialist
James Adams, River Recreation Specialist

LEGAL

Paul Taylor, BLJ Lawyers

MEDIA

Stephen Hamway, The Bulletin

AGENDA

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5:30 p.m. CONVENE MEETING

WORK SESSION

1. Recreation Program Report: Masters Swim Program – *Jessica Jameson (20 Min)*

Ms. Jameson presented the Masters Swim Program; she gave an overview of her experience and interest in swimming. She explained that in swimming the term Masters simply refers to a swimming group made up of adults 18 years and up, these swimmers are of various levels and abilities.

Juniper Swim and Fitness Center runs the Masters Swim Program as an added member benefit. This allows the program to reach facility members as well as the community in a greater capacity, adding value to member passes. The Masters Program connects with the adult swim instruction, swim fitness and technique classes and lap swimmers. Ms. Jameson said the Masters Swim Program was established in 1991 by Matt Mercer. At inception, the program offered 2 practices a week and now offers 17 practices a week.

Mission of the Masters Swim Program: “To provide a fun and positive environment, where participants will be challenged to build endurance and refine technique. Masters Swim encourages swimmers of all levels and abilities to participate, creating a supportive and dedicated aquatic community of like-minded individuals.”

Ms. Jameson introduced the team for the program, spoke about their vast experience and commitment to training. Participants were surveyed and the outcomes showed that having the variety of training opportunities was most important, followed by practices geared for distance swimming and practices for intensity and technique. This survey was used to help shape the training plan for this year.

Ms. Jamison closed with more positive survey results and testimonials to the program.

Mr. George Thurman, former Board Director, has been involved in the Master’s Program since 1991. He provided his testimonial about the program stating that he is 83 years old and is competing in the state championship this week. During his time as a board member, he was looking for more indoor activities. Mr. Thurman expressed his concern that Juniper pool is not big enough to serve the larger population today and encouraged more water opportunities in Bend.

2. Park Rules – *Jeff Hagler and Charlie Redline (20 Min)*

Mr. Hagler and Mr. Redline presented the Park Rules; last rules were adopted on May 2010. Mr. Hagler reviewed the goals of the update: reduce redundancies in the rules, create consistencies across the City of Bend laws and other entities, and address new and future issues in a broad and encompassing way (in anticipation of future issues).

Mr. Redline reviewed the Update Process: he explained that they have researched other rules and regulations with other districts, created a draft of the changes, met with staff, and created a second draft that is now with the attorneys. Working with other park districts, the rules and language can be made similar so that visitors are more likely to know what to expect from place to place.

Mr. Hagler spoke about the next steps: gain input from the board and then review with the City of Bend (using overlapping language with city rules), begin the ordinance adoption process and update the District website and educate park patrons.

Mr. Redline introduced the key issues for the updates on the rules.

- Article 1.3 states: “No person shall disturb, injure, or endanger the comfort, health, peace or safety of others on district property.” Important rule because it is so broad and encompassing.
- Other key issues include camping on District property, gathering areas of religious and political groups, restroom/locker room use, firearms on District property, dogs on leash, electronic bikes, parking lot use, and use of drones, slacklines, and letterboxing and geocaching sites. Specific rules and application for Riley Ranch rules. In addition, the District would like a clause allowing facilities, parks and other BPRD properties to create own rules and regulations for special circumstances.

The Board asked questions about legal issues with language for issues that relate to political activity, service and comfort animals and recommended that rules are looked at carefully to address sensitive issues. The Board recommended considering ways to accommodate alternative transportation, such as electric bikes, so that the District is not discouraging alternate modes of transportation.

The Board recommended that the District reach out to user groups that may be affected by the rule changes. Executive Director Horton explained that ordinance is local law and this is the Board’s opportunity to create local law with rules and regulations for the park district. He further explained that the community will have the opportunity to give input before the adoption of the new rules.

Mr. Hagler finished by explaining the process for the changes to the rules, he stated that a draft will be brought back to the board, then undergo legal review, have 2 separate public readings, and finally a vote from the Board and an official recording at County Clerk’s office.

3. Needs-Based Assistance Program Report and Recommendations – *Matt Mercer and Sue Boettner (40 Min)*

Mr. Mercer reviewed the proposed policy changes for the Needs-Based Assistance Program. He explained that after reviewing the policy this year that there were some areas that could be updated in the policy. These changes include: removing fee waivers, correcting moderate income guidelines (aligning with the school district reduced fee lunch program policy) and alignment with current practices and terminology. He said these are simply housekeeping measures and there are no substantial changes to the policy.

Ms. Boettner spoke about the individuals that are qualifying and using the services of the District. The number of people qualifying for reduced fee services is trending down likely due to an improved economy, people leaving the area that can no longer afford to live here and an increase in options available from 3rd party resources. Ms. Boettner further explained that the partnerships are working

well, which contributes to the downward trend of applications for services directly from the District. The District is doing quite a bit of outreach to inform the community of these partnerships and lightening the load on the District. The partnerships are strong. The primary group that this program serves is still under the age of 18 and much of the adult program is made up of therapeutic recreation programs.

The partnerships and collaborations include:

Pacific Source	Mosaic Medical	Housing Works	BLS Latino Liaison
St. Charles	COPA	FAN Steering Committee	Alyce Hatch
Tour Deschutes Cancer Programs		Yes Grant (CFCO & Forest Service)	

Therapeutic programs for adults are offered all year and therapeutic youth programs are only offered in the summer. The therapeutic programs get additional funding provided by the Opdycke Fund through the BPRD Foundation, Federal funding through the K Plan and finally funding comes from the needs-based assistance. Most of the assistance is spent on youth recreation through the various childcare programs that are offered such as: Kids, Inc. and Operation Recreation child care programs.

Ms. Boettner went on to speak about the free and low cost programs that continue to be offered by the District: Days of Play, Kids on the Move, and Family Night at JSFC, Senior Center social activities (Lunch and Learn, free movies and health awareness).

Low Fee programs: Senior Center social activities bridge, pool, dances, Sunday family skate at the Pavilion.

Ms. Boettner presented the recommendations:

- Eliminate limitation on adult passes
- Acceptance of 3rd Party Eligibility Verification (makes the qualification process simpler)
- Update income guidelines to 2018 Federal Poverty Guidelines
- Approve budget allocation of \$265,000, including \$181,520 in General Fund support
- Increase outreach efforts
-

The proposed changes for 2018-19 are intended to maintain the priorities of the organization while broadening the outreach efforts to reach more of the underserved in the community.

6:50 p.m. BREAK/TRANSITION

7:00 p.m. REGULAR MEETING

VISITORS

Justin Gottlieb – JSFC

Mr. Gottlieb spoke briefly about the difficulties of homelessness. Mr. Gottlieb just recently purchased a pass to Juniper Swim and Fitness and is pleased with the Juniper facilities.

Claudia Hinz – Drake Park Beautification Project

Ms. Hinz expressed concern about the proposed beautification project. Her concerns include planting of trees and vegetation that could obstruct the view of the river for community members and visitors.

Ms. Hinz expressed her doubts of the plan mitigating the problem with geese in the park and that the view of an iconic part of town should be open, she finished with asking the Board to reconsider this aspect of the plan.

Susan Crosby – Drake Park Beautification Project

Ms. Crosby shares her concerns with Ms. Hinz and reiterated that the park is a valuable part of our community and should be protected. She spoke of her history of living near the park and asked the Board to preserve the vision of the former developers of Drake Park.

Renee Wade – Cell Tower

Ms. Wade, a parent at Seven Peaks School and member of the Safety committee, shared her fears about the leased Verizon cell tower by the parking lot of the school. Seven Peaks School had an Independent study done last September by EMF Survey on the RF levels. She is concerned about the health of children on the playground at the school and asked the Board to consider removing the tower.

Giselle Buecus – Cell Tower

Ms. Buecus, a parent at Seven Peaks School and member of the safety committee, shared her concerns about the report that Seven Peaks School commissioned last fall. She spoke about outdated FCC guidelines and independent studies done in other countries about the safety of the RF emitted from this type of tower. She asked the Board to consider removing the tower.

Corey Buecus – Cell Tower

Mr. Buecus, a parent at Seven Peaks, expressed his concerns about the cell tower on the Bulletin property and the tower adjacent to the school. He stated that the towers put the children in the middle of a perfect storm of radio frequency. He also spoke of other independent studies.

Vida Barrum – Cell Tower

Ms. Barrum, a parent at Cascade Middle School, spoke about parents making decisions about attending other schools because of health concerns of the tower on this property. Ms. Barrum said parents should choose on the best environment for their kids based on education, not safety.

Kristy Holmberg – Cell Tower

Ms. Holmberg, a parent at Seven Peaks, acknowledged the conflicting points of view of cell towers. She asked her pediatrician about the safety of the cell tower and the response was that there is conflicting information and no studies on developing brains because the data will be accumulated over time. Ms. Holmberg feels that parents should not have to take the risk and is concerned that when the evidence is there, it will be too late. She asked the Board to consider looking at the contract for this tower.

Heather Kittlebrew – Cell Tower

Heather Kittlebrew – Cell Tower

Ms. Kittlebrew, a parent at Seven Peaks and member of the safety committee, was unaware of the tower until the report and is investigating other schools now because of the tower. She asked the Board to take into consideration that the school is likely to lose students.

Chairman Hovekamp thanked the parents for speaking and invited them to stay engaged in the issue.

CONSENT AGENDA

1. Meeting Minutes – 3/06/2018

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

BUSINESS SESSION

1. Memorandum of Understanding with Upper Deschutes Watershed Council (UDWC) – Perry Brooks and Ryan Houston (45 min)

Mr. Brooks introduced James Adams, Ryan Richards as Recreation Specialists of the District and Ryan Houston from UDWC. Mr. Brooks explained that since the last presentation to the Board there has been some progress made with meetings, assessments, collecting photos and a presentation to the UDWC Board. This relationship with the District and UDWC dates back to 20 years of working together and this work furthers that relationship.

Mr. Houston reviewed some of the projects of collaboration. Currently the focus is riparian zones, which are fairly rare in the high desert at only about 2% of the area, and stated that 75 % of wildlife is dependent on these areas. Riparian areas have many roles: they function as a filter for run off and nutrients, provide nesting and foraging opportunities, reduce erosion, and create habitat. Mr. Houston went on to say that riparian management is one of the UDWC's highest priorities for the urban reaches of the Deschutes River.

The goal of the partnership with the District is balancing recreation for the community and supporting the needs of the environment. At this time, users of the river are creating their own access points and the erosion that is occurring in these areas is significant. Natural recovery does not happen fast enough to mitigate the damage done.

Mr. Adams spoke about the approach of assessment; in this phase the need is to establish the baseline and current health of the ecosystems. The assessment includes many features of the river as well as human impact. The river use is high and 50 access points have been identified in less than ¼ of a mile that have been created by river users. Fencing and prohibitive planting can prevent users from creating these access points. The access points that are there now can help to determine where the next access points could be made. Mr. Adams said that going forward, the plan includes doing surveys quarterly and using to information to establish patterns in user sites, providing the information needed to be really thoughtful about how the restoration is done.

Mr. Houston reviewed the project categories, priorities and costs. Overall about \$2.0M of work is planned and could be done over the next 5-10 years. The next steps begin with a binding agreement with the MOU to create a collaborative agreement, and then pursue funding.

The Board commented on the appreciation for the collaboration with UDWC and encourages more of these types of partnerships. Questions were asked about the management of users and behaviors, how to handle the view vs. vegetation argument and the varying opinions of aesthetics, and asked

questions about the funding of the project. Mr. Houston stated that there will be a component of public outreach with each project. Executive Director Horton responded to the funding questions explaining that the joint effort between the District and UDWC have some expertise in grant writing and much of the projects are grant eligible, we can match and work together to accomplish.

Director Grover moved to authorize the Executive Director to negotiate and sign a memorandum of understanding with the Upper Deschutes Watershed Council to facilitate long-term collaboration on riparian area management along District owned property along the Deschutes River and Tumalo Creek. Director Fuller seconded. The motion passed unanimously, 4-0.

2. Needs-Based Assistance Policy and Needs-Based Assistance Plan for Fiscal Year 2018 – Matt Mercer (10 Min)

Mr. Mercer briefly reviewed the changes to the plan. He then spoke about the passes that are running through programs like the Pacific Source Medicaid program. Mr. Mercer explained that people that are found to benefit from a District program could be given a prescription from a medical professional for the passes with the hope of prompting people to use them. Mr. Mercer advocated for using the eligibility verification with the other partners (who have eligibility guidelines) which would save staff time and encourage users to the program by making the process simpler for users.

The Board asked questions about safeguards for the eligibility through partners, Mr. Mercer explained that users must have income levels that meet the level of the District and most partners have guidelines that will fit within the District's guidelines. He mentioned that measures can be written to prevent misuse. The Board commented on the program and supported the direction of the changes.

Director Schoenborn moved to approve the revisions made to the Needs-Based Assistance Policy. Director Grover seconded. The motion passed unanimously, 4-0.

Director Fuller moved to approve the Needs-Based Assistance Plan for Fiscal Year 2018-19. Director Schoenborn seconded. The motion passed unanimously, 4-0.

EXECUTIVE DIRECTOR'S REPORT

The District now owns 7 acres of property for a planned neighborhood park near the Stone Creek development and Silver Rail Elementary School.

Concession update: Tumalo Creek has been awarded the contract. The river plan this year is to encourage more people to use the parking lot near the Pavilion and use Cascades East Transit System for river transportation. Executive Director Horton said the District would like to create an atmosphere at the parking that is inviting so that people want to be there. The tube rentals will move there, this will free up some areas in the parking lot at Riverbend. Eventually, the use of the free lot across the street from the District Office will be developed making it wise to change the behavior of river floaters now.

Cell tower: Executive Director Horton spoke about the concerns of the visitors regarding the cell tower. The same concerns came up several years ago and were addressed. When the cell tower was installed,

Verizon was required to go through the public process. After the cell tower was completed, some concerns were expressed from a group of parents at Seven Peaks School. As a result, Verizon conducted a study and shared the results with the principal and parents.

UGB Bridge: Oregon Consensus, created by the Oregon Legislature, is a conflict resolution group that helps communities work on sensitive issues such as the South UGB Bridge. They are a consulting firm that leads the process and recommends which parties, for and against, are invited to the table for discussion. Executive Director Horton commented that the District should remain at arm's length on the development and let the process play out.

BOARD MEETINGS CALENDAR REVIEW

PROJECT REPORT: Attachment in Board Report

GOOD OF THE ORDER

ADJOURN 8:39

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 and 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.

Prepared by,
Sheila Reed
Executive Assistant

Nathan Hovekamp, Chair

Brady Fuller, Vice-Chair

Ellen Grover

Ted Schoenborn

Lauren Sprang

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 1, 2018
SUBJECT:	Reinstate JSFC Shift Supervisor Position
STAFF RESOURCE:	Matt Mercer, Recreation Services Director Sue Glenn, JSFC/Senior Center Manager
PREVIOUS BOARD ACTION:	Adopted Fiscal Year 2017-18 Budget on June 6, 2017
ACTION PROPOSED:	Approve one new full-time Shift Supervisor 2 position at Juniper Swim & Fitness Center
STRATEGIC PLAN:	
Theme:	Operational Excellence
Objective 3:	Improve Business Practices
Initiatives:	Identify, evaluate and improve critical processes to decrease inefficiencies and/or duplication of work.

BACKGROUND

The Shift Supervisor positions at Juniper Swim & Fitness Center and other recreation facilities is responsible for ensuring the smooth operation of the facility, staff and programs during their assigned shift. Shift Supervisors, or a Manager acting in that capacity, are assigned during all hours of facility operations. Last June, Juniper Swim & Fitness Center reinstated an Assistant Manager position and combined it with a vacant Shift Supervisor position and additional part-time shift supervisor hours. The goals of this change was to provide additional support for the Recreation Manager overseeing both JSFC and the Senior Center, provide needed staff capacity to begin planning efforts for Larkspur Community Center, and to develop a Facility Supervisor position to support our future needs with the Larkspur expansion.

The past year of experience has shown that the immediacy of the shift supervisor responsibilities generally takes precedence over other responsibilities. As a result, the Assistant Manager position has not been able to take on many of the management responsibilities that were originally intended for the position. With Larkspur about to enter construction, it will be critical that we have the staff capacity to plan for its successful operation and develop management staff to support two large facilities. In developing the budget for fiscal year 2018-19, staff prioritized reinstating the second full-time position Shift Supervisor 2 position at JSFC to support these needs.

The cost of the new full-time position will result in the reduction in part-time shift supervisor hours and wages. Additionally, the change will allow for the Assistant Manager to take on the coordination responsibilities of several programs resulting in the elimination of part-time program coordination hours and wages. The net budget impact of these changes for the fiscal year 2018-19 proposed budget is \$2,302. This change effectively restores JSFC to the full-time staffing level it had in prior years when it operated with a Manager, Assistant Manager and two full-time Shift Supervisors.

Staff is requesting that the Board approve this additional full-time Shift Supervisor position in advance of the budgeting process so that we can hire an individual prior to the busy summer season to ensure shift supervisor coverage and program coordination support.

BUDGETARY IMPACT

The projected salary and benefits for the proposed full-time position for the remainder of fiscal year 2017-18 is approximately \$5,500. The Recreation Department's personnel budget is anticipated to be able to absorb the cost of the new full-time position for the remainder of the current fiscal year through a corresponding reduction in part-time Shift Supervisor hours.

The new full-time position is included in the proposed budget for fiscal year 2018-19 that the Board will be considered this month. Due to savings in part-time Shift Supervisor wages and the elimination of the part-time youth coordinator position, the new full-time position results in an estimated \$2,302 in additional costs for the fiscal year 2018-19.

STAFF RECOMMENDATION

Staff recommends the Board approve the full-time JSFC Shift Supervisor 2 position.

MOTION

I make a motion to approve one new full-time Shift Supervisor 2 position, effective May 21, 2018.

ATTACHMENT

None

DEVELOPMENT PROJECT UPDATES May 2018

Bond Projects



Riley Ranch Nature Reserve (RRNR): Riley Ranch is now open to the public. We continue to get excellent reviews as patrons enjoy the new nature reserve. The contractor has now completed the contract and has a letter of final completion.

Non Bond Projects



Deschutes River Trail (DRT):

Putnam to Riley Ranch Nature Reserve Bridge Segment – Brooks Resources provided an easement for the trail and parking area. However, development of this segment of trail and the parking area on this property are contingent upon acquisition of a trail easement on the adjoining property with an active surface mine, which may delay the trail project for several more years.

Kirkaldy Ct. to Putnam Rd. Segment – After meetings with adjacent property owners and the Awbrey Meadows Home Owners Association (HOA) Board of Directors, the issue of the District acquiring a trail easement over the buried Tumalo Irrigation pipeline has not yet been resolved. The trail alignment is also pending acquisition of other necessary trail easements from the surface mining property.

Galveston to Miller's Landing Park Segment – The District is negotiating with the City of Bend to determine the scope of this project. Staff anticipates a modification to the intergovernmental agreement (IGA) to address additional utility work necessitated by the project. Due to the utility work that was completed over the last two years in the neighborhood, the City wanted to wait for a couple more years before beginning another project in that area. This will give both the City and BPRD time to work on a revised scope of work and amend the current IGA.



Alpenglow Community Park: The City of Bend held a pre-application meeting to discuss the City’s master planning process for the park. This meeting opened a promising dialog for the process, but since this will be the first time for the District and the City to go through these steps for a park, there will be questions along the way. The temporary access permit application has been sent to BNSF for initial review, which is the first official step towards the pedestrian bridge over the tracks becoming a reality. Once the temporary access permit is granted, the District’s surveyor will be able to access the BNSF right of way to document the current conditions.



Shevlin Park: Staff recently completed the 100% design package for new interpretive, wayfinding, and regulatory signs in Shevlin Park, and for the 329 acre expansion of Shevlin Park, formerly known as the Tree Farm. The signage package will be going out to bid soon. Design work for the ADA accessibility projects funded by the State’s Local Government Grant has started with construction occurring in the summer of 2019.



Hillside Park: Construction at Hillside Park is substantially complete. The park is open for use as the contractor completes the punch list.



Stone Creek Park: This Park is now open to the public and the District has begun the purchase process from the Developer.



Larkspur Center (Bend Senior Center): The Design team is now beginning the Construction Documentation (CD) effort. The kickoff meeting was held on March 26th. The current schedule would have CD’s completed by late summer, with the permit process following through next winter. The Project has also been submitted for land use permits through the City of Bend.



Big Sky Park Expansion: BPRD staff is working closely with the DOWL design team on completing the Design Development plans and cost estimate for the project. Once the team has agreed on the elements of the project that will move forward with this phase, DOWL will start the Construction Documents for bidding later this fall. BPRD staff is also compiling the

requested additional information on the Conditional Use Permit (CUP) for Deschutes County. Opening of the bike park is expected in late summer 2019.



Drake Park DRT & Bank Improvement Project: Staff has completed value engineering and defined a scope for the project. The design team is putting together their scope and fee for design and permitting. Staff will bring the contract amendment to the Board for approval on June 19th.



Juniper Park: Permits have been submitted to the city for the ADA upgrades to the parking lots, with construction planned for September 2018.



Goodrich Property - Neighborhood Park (to be named): BPRD staff and members of the Orchard neighborhood are working to select a design team to complete design and engineering for the construction of Goodrich Park. Once the selection committee has selected a consultant team, they can start to develop the construction drawings, which are expected to last through the fall of 2018. Staff is also working with the City of Bend on an IGA for construction of the final 200 +/- feet of Quimby Ave and sidewalk connections along 8th Street. The City has agreed to pay for all design and construction work to finish off the gravel street section.



Pioneer Park Restroom & Accessibility: Permits have been applied for and the project is expected to go out to bid this summer. Accessibility improvements to the entry, parking area, and restroom are planned to begin in September and to be completed by the end of 2018.



JSFC Family Changing Room Renovation: Construction is complete; the Family Changing Rooms are now open for use. The project was completed within the parameters of the contract.



COID Trail Surface Installation: The trail surface has been installed and will continue to be refined into the spring. Signage, trash receptacles, and dog stations are being installed along the trail to create a better user experience.



COID Brookwood Blvd Underpass: Construction on the Brookwood Blvd underpass is in progress in conjunction with COID's piping project. The trail portion of the project is expected to be complete by mid-May.

PLANNING PROJECT UPDATES

Bend Park and Recreation District Comprehensive Plan: On April 18, staff presented the Draft Comprehensive Plan to the Board during the budget tour. Staff will incorporate edits from the Board through mid-May, at which time a new version of the Draft Plan will be distributed to the community and partners for review.

River Access/Stewardship Planning: Staff is working on completing the MOU with Upper Deschutes Watershed Council (UDWC) following approval from the Board in April. Once completed, UDWC and staff will be applying for a grant for design work from OWEB to do design and engineering on the section of river from the Bill Healy Bridge to the Farewell Bend Bridge along river left. Staff will also conduct an outreach program once design has started.

Stormwater Planning: The Oregon Department of Environmental Quality (DEQ) is still in process of reviewing the District's assessment report filed on September 13th. Once review has been completed, the DEQ will schedule a meeting with District staff and consultants to determine next steps in the process of permitting and ongoing maintenance requirements.

**Board Calendar
2017-2018**

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

May 10 Joint Meeting with the City

May BUDGET MEETINGS (May 14, 16 & 17)

May 15

Board Meeting Cancelled

June 5

Work Session

Recreation Program Report

Volunteer Program Update – *Kim Johnson (15 min)*

Rental and Special Event Cost Recovery Recommendations – *Matt Mercer and Lindsey Lombard (45 min)*

Business Session

- ◆ Alpenglow Professional Services Amendment – *Ian Isaacson (15 min)*
- ◆ Award professional services contract for Goodrich Park design – *(15 min)*
- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2018 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2018-19, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2018-19 – *Lindsey Lombard*
- ◆ Adopt Resolution No. XXX – Adopting the Capital Improvement Plan Summary for Fiscal Years Ending 2019 - 2023 – *Michelle Healy (10 min)*
- ◆ IGA with City of Bend for Empire Avenue Corridor Improvements – *Brian Hudspeth (15 min)*
- ◆ Approve Construction Easement with City of Bend for the North Sewer Extension Project – *Brian Hudspeth (15 min)*
- ◆ Approve Land Acquisition – *Don Horton (15 min)*

June 19

Work Session

- ◆ Comprehensive Plan Update (Phase III public involvement update on draft plan) – *Quinn Keever (45 min)*
- ◆ Drake Park and DRT bank and trail improvements – *Brian Hudspeth (30 min)*

Business Session

- ◆ Adopt Updated Park Rules – *Jeff Hagler and Sasha Sulia (30 min)*
- ◆ Approve IGA with the School District-*Matt Mercer*
- ◆ Approve professional services amendment with Greenworks for Drake Park – *Brian Hudspeth (30 min)*
- ◆ Award professional services contract for Goodrich Park design – *Perry Brooks (15 min)*
- ◆ Approve agreement with Bend LaPine Schools on Pacific Crest MS Athletic Field-*Michelle Healy/Brian Hudspeth (20 min)*

TBD

Foundation Update – Kim Johnson

Leadership – *Theresa Albert/Wendy Boyer*

Strategic Plan measurements

DRT - Kirkaldy Ct. to Putnam Rd. easement

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*

Award Juniper Park ADA construction contract – *Brian Hudspeth (15 min)*

Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*

Award construction contract for DRT - Galveston to Miller's Landing -- *Jason Powell (20 min)*

Approve Guaranteed Maximum Price for Construction of Larkspur Community Center – *Brian Hudspeth (45 min)*

Award construction contract for Pioneer Park – *Jason Powell (15 min)*

Approve Preliminary Design Drake Park Bank Realignment Project and provide direction on future steps – *Brian Hudspeth & Don Horton (45 min)*