



Board of Directors

February 5, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

4:30 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. This session was closed to all members of the public except for representatives of the news media.

5:30 p.m. MEETING CONVENED

BOARD PRESENT

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

MEDIA

Stephen Hamway, The Bulletin

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Planning and Park Services Director
Matt Mercer, Director of Recreation
Julie Brown, Manager of Communications and Community Relations
Lindsey Lombard, Administrative Services Director
Sheila Reed, Executive Assistant
Brian Hudspeth, Development Manager
Michael Egging, Recreational Analyst
Sue Glenn, Recreation Services Manager
Brenda Chilcott, Program Coordinator
Kayla Sickard, Intern
Jeff Hagler, Park Stewardship Manager

5:30 p.m. CONVENE MEETING

WORK SESSION

- 1. Recreation Program Report: Senior Center Summer Program Relocation – Sue Glenn**

Ms. Glenn spoke about the upcoming closure of the senior center this summer. She said it is necessary to temporarily close the center to begin construction on the new Larkspur Center; she reminded the Board that this closure will save the District \$250,000 in costs.

Ms. Glenn explained that July and August are some of the slower months which worked in favor of the programming. Staff is targeting to make 80 percent of the summer programs available in

alternate locations. Staff looked at many options in the community to hold the summer programs before deciding to relocate to Marshall High School.

Ms. Chilcott said she worked with Anne Birky at the school district; Marshall High school has a new gym that is just opening and has all the amenities that are needed for programs. The senior center will close Memorial Day and is scheduled to reopen on Labor Day. Marshall High School will not be available until June, so some early summer classes will be held at the District Office and the Pavilion. Ms. Chilcott added that senior passes will be honored at Juniper Swim and Fitness for the summer and the Meals on Wheels program will relocate to their own facility this summer.

All information will be published in the Playbook. Mr. Mercer added that this location, Marshall High School, allows the District to keep most of the staff employed. He also noted that the school district is charging a flat use fee that covers the cost incurred by using the building.

2. Review Updated User Fees and Charges Policy – *Matt Mercer and Michael Egging*

Mr. Mercer reviewed the reasons for the revision of this policy including adherence with CAPRA accreditation, ensures consistency with other policies, maintain financial stability and is a best practice to review policies every five years.

Mr. Mercer reviewed the District revenue sources:

- SDC Fees
- User Fees and Charges
- Property Taxes

He explained that the user fees and charges make up a quarter of the revenue sources. About two thirds of this portion of the revenue is from registration for programs and the other third comes from facility rentals.

Mr. Mercer spoke about the major changes to the policy and the combining of policies to ensure continuity and consistency. These changes to the policy are as follows:

- One comprehensive policy, three policies were combined
 - Fees and Charges Policy
 - Out-of-District Use and Fees Policy
 - Needs-Based Assistance Policy
- Rental cost recovery integrated
- Cost recovery guidelines included in policy, Board will no longer need to approve annually
- Board role and policy review period clarified

The Out of District Policy changes include:

- Policy establishes out-of-District (OD) fees and potential in-District priority registration
- Recognize no OD assessment for drop-in use
- Eliminate \$50 maximum OD fee
- Limit exceptions to OD fees for facility rentals

Needs-Based Assistance

- Policy establishes program, general guidelines, priorities and process
- Board will continue to approve a needs-based assistance plan and budget annually

- Raise income level to qualify for high-need from 100-130 percent of federal poverty guidelines
- “Scholarship” name used to distinguish program from other types of NBA

The Board commented on having an appreciation for an equitable approach and raising the income level to qualify for high need to 130 percent because affordability is an issue in Bend.

Mr. Egging introduced the program assessment tool. He reviewed the cost recovery model for programs and services in the District and explained how the tool is used to score the various District opportunities. The assessment tool is a series of scores that have a point value to help determine the type of category that should be applied in regards to cost recovery.

Program Assessment Tool

- Funding Philosophy (40 points)
 - Access/benefit (community vs. individual)
- Community Priorities (50 points)
 - Population served
 - Importance/expectation
- Market Conditions (30 points)
 - # of people served
 - Reliance on District

Mr. Egging demonstrated the use of the scoring system with a few activities to exhibit how the scoring model works. As a result of the scoring system, strategies can be used to align the cost recovery of programs and services.

6:50 p.m. BREAK/TRANSITION

7:00 p.m. BUSINESS SESSION

VISITORS

None

CONSENT AGENDA

1. Meeting Minutes – 12/18/2018
2. Meeting Minutes – 01/15/2019
3. Renaming of Goodrich Park – The Goodrich Family requested that the name of the park be Goodrich Pasture Park.

Director Schoenborn made a motion to approve the consent agenda. Director Grover seconded. The motion passed unanimously, 5-0.

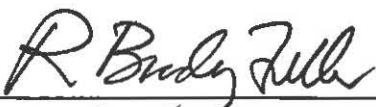
BUSINESS SESSION

1. Approve Guaranteed Maximum Price for Construction of Larkspur Community Center – *Brian Hudspeth*

Mr. Hudspeth reviewed the project plan and reminded the Board about the fees that were estimated last September and where the project costs are today. He explained that the Larkspur Center has

Age Group	Total	Male	Female	Male	Female
18-24	100%	100%	100%	100%	100%
25-34	100%	100%	100%	100%	100%
35-44	100%	100%	100%	100%	100%
45-54	100%	100%	100%	100%	100%
55-64	100%	100%	100%	100%	100%
65-74	100%	100%	100%	100%	100%
75+	100%	100%	100%	100%	100%

Prepared by,
Sheila Reed
Executive Assistant



Brady Fuller, Chair



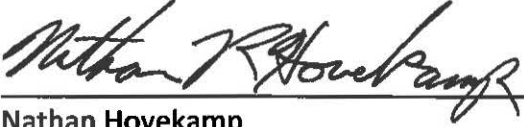
Ellen Grover



Lauren Sprang



Ted Schoenborn, Vice-Chair



Nathan Hovekamp

