



Board of Directors

May 21, 2019

District Office Building | 799 SW Columbia | Bend, Oregon



4:00 p.m. EXECUTIVE SESSION – The Board met in Executive Session pursuant to 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. This session was closed to all members of the public except for representatives of the news media.

6:00 p.m. MEETING CONVENED

BOARD PRESENT

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

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Matt Mercer, Director of Recreation
Lindsey Lombard, Administrative Services Director
Sheila Reed, Executive Assistant
Brian Hudspeth, Development Manager
Michael Egging, Recreational Analyst
Jeff Hagler, Park Stewardship Manager
Sarah Bodo, Park Planner
Dave Crowther, Business Manager
Jason Powell, Construction Supervisor

MEDIA

Isaac Biehl, The Source

WORK SESSION

1. Strategic Plan Update – *Michelle Healy*

Ms. Healy presented to the Board all the steps that have been taken to shape the Strategic Plan and explained where it is in the process. The Strategic Plan is a three year outlook that provides goals, action items and measurement metrics. It provides direction for employees and workplace culture, community relationships, and operations and management practices.

Ms. Healy outlined the process:

- November of 2018: Information gathering
- January: Key issues and priorities identified
- February: Intended outcome and goal setting completed
- March-April: Actions and responsibilities determined by the Leadership and Executive teams
- Next steps:
 - Board input on the matrix
 - Writing of draft plan
 - Creating measurement metrics
 - Present draft to the Board on June 4
 - Present final draft to the Board on June 18

The Board offered some suggestions for the Strategic Plan that included narrowing the focus on environmental stewardship and asked how public perceptions of the District's finances will be addressed. Ms. Healy responded that there will be a few touchpoints to address the District finances in the draft report. The Board also showed interest in incorporating the larger District projects in the plan and staff agreed that adding a metric to the plan for these projects would be explored. The Board praised staff on the efforts made to elevate workplace culture and appreciated the listed actions, such as supporting work-life balance. They supported the overall vision on community relationships and striving for a better informed community due to the some misinformation that has been expressed over the years. The Board expressed appreciation for the plan's responsiveness to address the wants of the community with operations and taking care of existing facilities and focusing on transportation trails.

6:50 p.m. BREAK/TRANSITION

7:00 p.m. BUSINESS SESSION

VISITORS

Lynne McConnell – Affordable Housing Manager for City of Bend applauded the board for all the work they have done for affordable housing.

CONSENT AGENDA

1. Meeting Minutes – 04/16/2019

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

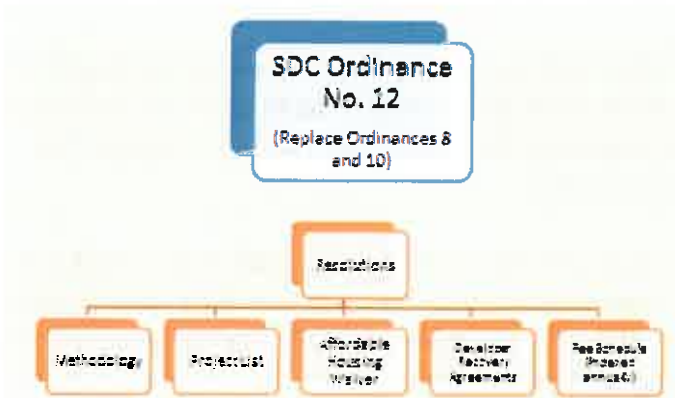
BUSINESS SESSION

1. Public Hearing and First Reading of SDC Ordinance No. 12 – *Sarah Bodo*

Ms. Bodo said that today is the last day of the 60 day review for the SDC methodology. She said no further comments were received which was likely a result of all the public engagement that was done prior. This ordinance, No. 12, when complete will repeal ordinances No. 8 and 10. Ordinance No. 12 has been updated to reflect the Board decisions and consolidates several resolutions into the ordinance.

There were some small changes; multifamily units will be defined as any unit that has a shared wall. Hotels will be charged by room or unit instead of by bedroom. There is an exemption section that includes end of life facilities, such as hospice and memory care and waivers have been drafted in a resolution that the Board will see at the next meeting.

Ms. Bodo presented the following graphic to show how the new ordinance will be defined:



The Board commented that this ordinance has come a long way and recognized that the District has had to make sacrifices, but overall they are pleased with the ordinance.

Director Fuller opened the public hearing; there were no comments from the audience and closed the hearing.

Director Schoenborn made a motion to conduct the first reading of Ordinance No. 12 by title only. Director Grover seconded. The motion passed unanimously, 5-0.

2. PCMS Fields Award Construction Contract – Jason Powell

Mr. Powell reviewed the project of PCMS fields with the Board, describing its location and the partnership with Bend LaPine Schools. He said the plan includes site grading, landscaping and irrigation, site furnishings, fencing and gates, vehicle access and drop off area, ADA parking and connector pathways. This project was put out for bid March 2019; four bids were received and opened April 2019. JAL Construction was chosen as the low bid. The bid includes installing sod, instead of seed, for the fields making the area playable much earlier. Fields will be ready for activity by spring of 2020.

Director Grover moved to authorize the Executive Director to execute a construction contract to JAL Construction, Inc. for the construction of the Pacific Crest Athletic Field Development Project, in the amount of the base bid of \$1,206,400 plus the alternate in the amount of \$85,000, for a total construction contract of \$1,291,400, and to approve an additional 10% contingency for a total construction budget not to exceed \$1,420,540. Director Sprang seconded. The motion passed unanimously, 5-0.

3. Award Contract for Security Services – Jeff Hagler

Mr. Hagler said the District issues an RFP every 5 years for security services. He said the relationship with Bend Patrol began in 2012 and they have had the security contract for the last five years, the current contract expires this June. Mr. Hagler told the Board that he has been very pleased to work with Bend Patrol and would like to award them the new contract for one year, renewable every year for another four years.

The Board asked questions about the type of training they have, specifically on mental health and de-escalation issues. Mr. Hagler responded that most of the patrol staff is made up of retired police officers that have been highly trained. He also explained that he has the right to interview the officers to be sure that they are a good fit for our needs.

Executive Director Horton added that in a meeting with the chief of police, the chief stated that the police department appreciates that we have hired help because they see that their time is more available to take care of other pressing issues. With the patrol service, parks can get the help they need without placing too much burden on the police department.

Director Sprang made a motion to authorize the Executive Director to negotiate and execute a one-year contract in the amount of \$169,098.50 with Bend Patrol Services Inc., beginning July 1, 2019, with the option to extend the contract for four additional one-year terms. Director Grover seconded, the motion passed unanimously, 5-0.

4. Executive Director Evaluation – The Board

The Board discussed the annual evaluation of the Executive Director. The evaluation is made up of a number of objectives and goals. Using additional information this year such as, the employee survey gave the Board greater insight for the evaluation. The Board overall agreed that Executive Director Horton is doing a great job and they are pleased with his performance. The process of the evaluation this year was very smooth and well organized due to Director Fuller's efforts. This year in the evaluation the Board recognized that Executive Director Horton's compensation has not kept pace with other like positions. Director Hovekamp stated that Executive Director Horton's patience on this is to be commended. The Board agreed that this correction would be made to his salary in recognition for a job that is well done.

Director Hovekamp made a motion to accept the evaluation conducted for the Executive Director for evaluation period of June 21, 2018 through June 20, 2019 and to make the following adjustments to the Executive Director's compensation package effective June 21, 2019:

- ***Change base annual salary from \$180,192 to \$199,800, representing the average salary of comparable executives at surveyed government agencies;***
- ***Award a 3% merit bonus effective June 21, 2019;***
- ***Increase paid personal leave from 1 day to 7 days annually; and***

further authorized the board chair to execute an amended contract regarding the compensation package. Director Schoenborn seconded, the motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton sent talking points about a Westside recreation center to the Board prior to tonight's meeting. He asked if there were any thoughts about it. The Board agreed that this project will not be done in the near future and the District will need to see the Larkspur Center through to completion and use that information to better inform the District on the possibilities of a Westside Center. Executive Director Horton suggested that the Board take some talking points from his email to better inform the community when asked about a Westside Center.

The City is having challenges with campers parking on the streets. Last year the District partnered with the City on a pilot project to decrease parking hours at Drake Park. The District has decided to continue with some funding for this project again this year for Drake Park. This year, McKay Park is having problems with campers parking on the streets near the park and the local businesses. The businesses have been complaining about the issue. Staff met with City employees to address the parking problems and the concerns of the businesses. There is consideration being made to limit the parking hours in this area as well.

Mr. Mercer spoke to the board about the afterschool program, Kids, Inc.; there was a big demand for the afterschool programs again this year. The time changes for the school district appear to have magnified the issue. On the day registration began, 12 sites had filled by 5:35 am, 35 minutes after registration opened. There are almost two times the numbers of kids registered this year for the program over last year. Staff has worked really hard to accommodate as many kids as possible. The biggest issue is space within the schools to host the program. Staff has worked with Bend LaPine Schools to obtain more space and have been able to lower the waitlist numbers to lower than last year. Staff will continue to explore other site options to accommodate more kids into the program.

Executive Director Horton said that he and Director Fuller attended a city council meeting where Councilors Campbell and Mosley put together a resolution regarding Mirror Pond and the potential dredge. This resolution has been since marked up and Executive Director passed copies out to the Board for review. This resolution is attached to the minutes. The City does not want to be tied to any future funding. Director Fuller stated that he will attend a meeting with the Mayor next week to discuss ongoing funding and fish passage (which may include another partner). The Board agreed that they would like to pass a resolution that provides the framework for an IGA with the City. This topic will be on the agenda for the next Board meeting for an update and discussion.

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

Director Schoenborn brought up Bend 2030 and asked for a consensus from the Board to support the Bend 2030 visioning process. The Board agreed that they could support this.

ADJOURN 8:50pm

Prepared by,
Sheila Reed


Executive Assistant



Brady Fuller, Chair



Ellen Grover



Lauren Sprang



Ted Schoenborn, Vice-Chair

Nathan Hovekamp