



## **Board of Directors**

July 16, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

### **AGENDA**



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

### **BOARD PRESENT**

Brady Fuller, Chair  
Ted Schoenborn, Vice Chair  
Nathan Hovekamp  
Lauren Sprang  
Jason Kropf  
Ariel Mendez

### **BOARD ABSENT**

Ellen Grover

### **STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Matt Mercer, Director of Recreation  
Julie Brown, Manager of Communications and Community Relations  
Sheila Reed, Executive Assistant  
Brian Hudspeth, Development Manager  
Jeff Hagler, Park Stewardship Manager  
Jeff Amaral, Natural Resources Manager  
Sasha Sulia, Superintendent of Park Operations  
Justin Sweet, Business Analyst  
Bryan Longoria, Marketing Coordinator  
Kim Johnson, Volunteer Coordinator and BPRD Foundation  
Betsy Tucker, Finance Manager  
Ian Isaacson, Landscape Designer

### **MEDIA**

Isaac Biehl, The Source  
Justin Larsen, KTVZ

### **STAFF INTRODUCTIONS**

Justin Sweet, Business Analyst

## **WORK SESSION**

### **1. Volunteer/Community Engagement Report – *Kim Johnson***

Ms. Johnson explained the district community engagement program as an opportunity for the public to engage as supporters of district efforts. She said the community can be involved in the following areas:

- Volunteer work
- Sponsorships
- Bend Park & Recreation Foundation

The volunteer opportunities vary with the needs of the district. They include:

- Recreation and youth sport programs
- Events, outreach and activities
- Park and trail maintenance
- Administration and special projects

Ms. Johnson said volunteers are involved in almost everything the district does; over 1,550 people volunteered in 2018 and recorded close to 53,000 hours of volunteer time. She said these hours translate to the equivalency of 25.5 full time staff members. With increasing population, the district will continue to need more volunteers. Most of the district adult volunteers serve the youth sports programs as coaches. Adults can also volunteer as greeters/hosts at Riley Ranch, goose hazing in riverside parks, adopt-a-trail and in park maintenance projects.

Ms. Johnson added that teens volunteer in various activities: Jr. Lifeguards, swim instructor aides, preschool and youth fitness, art station, youth enrichment, Cougar Camp, and Therapeutic Recreation.

Ms. Johnson said sponsorships are another way the community can be involved with programs, they are available for youth sports programs, Pavilion programs, and dasher board advertising. Proceeds are directed to the recreation scholarships fund. Sponsors may also support senior center activities and district events.

The Bend Park & Recreation Foundation is made up of a volunteer board that meets three times per year. The foundation board advocates and shows support for district initiatives, provides oversight for donations and district approved projects. Next spring the foundation will host a new curling event fundraiser that will be held in the spring of 2020.

### **2. Park Services Report: Prescribed Burning in Shevlin Park Update – *Jeff Amaral***

Mr. Amaral commented that Shevlin Park has been burning for thousands of years and called it a fire adapted forest. He reviewed the forest history of frequent, low severity fires that have taken place through the years. He said the district is trying to mimic the fires that have naturally occurred through controlled burns. In 2017 and 2018 prescribed burns were conducted in Shevlin Park. The

plan for 2019 includes the continuation of the partnership with the US Forest Service authorized by the Wyden Amendment. The Wyden Amendment allows the forest service to enter into agreements to do fuel reduction work with federal tax dollars on land that is not part of the forest service. The amendment dictates that the district must match at least 20 percent of the cost for the project. Mr. Amaral estimates that the cost will be about \$25,000 resulting in a \$5,000 cost to the district.

Mr. Amaral showed a map of Shevlin Park and explained where the controlled burns had already occurred and where they would happen this year. He then listed the benefits of prescribed fires as follows:

- Forest ecosystem health
- Stimulate fire-dependent trees and plants
- Maintain wildlife habitat
- Cycle nutrients
- Sustain forest ecosystem functions
- Reduces risks of a severe wildfire

Mr. Amaral spoke about past fires that have occurred in the area that burned many homes and acres, remarking that some fires came dangerously close to town. He showed pictures of past wild fires that serve as a reminder and a motivator for fuel reduction in the forests. He reviewed possible dates for the prescribed burns, which are weather dependent. Mr. Amaral said on burn days Aspen Hall reservations have been blocked and Shevlin Park will be closed.

Mr. Amaral listed the partner agencies that work with the district with the controlled burns:

- USFS
- Bend Fire Department
- Project Wildfire
- Deschutes Collaborative Forest
- The Nature Conservancy
- Deschutes County
- OSU/COCC

He concluded by saying that the controlled burns are highly visible to the community and it is important to keep the public informed.

### **3. Riverbend Park South Project Update – *Ian Isaacson and Mathias Perle***

Mr. Isaacson gave a background on the Riverbend Park South Project, stating that the district manages more than 10 miles of river park frontage along the river corridor including the Bend Whitewater Park. He said river recreational use has increased over recent years bringing further challenges to the district to balance recreation demands with aesthetic and environmental protections of the riparian areas.

The district has worked with Upper Deschutes Watershed Council (UDWC) over the last few years to complete an inventory and assessment of the riparian condition of the riverbank along district owned property. This work has resulted in the identification of numerous opportunities for riparian

restoration and improved river access. A memorandum of understanding (MOU) between the district and UDWC followed in April 2018 to formalize the ongoing commitment by both agencies.

Mr. Isaacson showed a map of the highest priority area that lies between Bill Healy Bridge and Farewell Bend footbridge. The project calls for three hardened water access points, fencing and riparian habitat improvements. Public outreach will begin at the end of July to gather feedback from river users. He said the next steps include further design, additional grant funding for permitting, and construction in fall 2019 and spring 2020. He finished the presentation by saying that this project will serve as a template for future projects along the river corridor, it highlights partnerships between agencies and non-profits and demonstrates that recreation and quality habitats are not mutually exclusive.

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

**7:00 p.m. BUSINESS SESSION**

**VISITORS**

None

**CONSENT AGENDA**

1. Meeting Minutes – 06/18/2019

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

**BUSINESS SESSION**

Director Fuller swore in the newly elected board members, Ariel Mendez and Jason Kropf. Director Mendez and Director Kropf took their seats at the board table and the business session resumed.

1. Presentation of Plaques to Board Members

Executive Director Horton presented a plaque of appreciation to Director Fuller for his service to the board.

2. Election of Board Officers

***Director Hovekamp made a motion to nominate Director Schoenborn to serve as chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2019-20. Director Sprang seconded. The motion passed unanimously, 5-0.***

***Director Sprang made a motion to nominate Director Hovekamp to serve as vice chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2019-20. Director Mendez seconded. The motion passed unanimously, 5-0.***

3. Appoint Board Executive Secretary

***Director Hovekamp made a motion to appoint Don Horton, executive director, to serve as executive secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2019-20. Director Sprang seconded. The motion passed unanimously, 5-0.***

4. Approve Board Meeting Dates and Time

***Director Hovekamp made a motion to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning at 5:30 pm with a work session and a business session beginning at 7:00 pm. Director Sprang seconded. The motion passed unanimously, 5-0.***

5. Appoint Legislative Liaison

***Director Sprang moved to appoint Director Schoenborn, to serve as legislative liaison for the Bend Park and Recreation Board of Directors for fiscal year 2019-20. Director Hovekamp seconded. The motion passed unanimously, 5-0.***

6. Alpenglow Park – Award Design Contract Amendment – Ian Isaacson

Mr. Isaacson gave a brief overview of Alpenglow Park, including size, location, the history of board approval, amenities and access, and community outreach. He said Alpenglow Park is a special project which has required coordination with several local partners including: the city, school district, COID, JL Ward Co. and BNSF Railway. He said this section of Bend is growing very quickly and with continued coordination the district can ensure that the park fits seamlessly with current and future development.

Mr. Isaacson said with the 30 percent drawing set complete the project is ready to move forward through final design. The proposed amendment #5 includes preparation of construction documents, final permitting, construction administration and final cost estimates. He said this amendment will complete the full scope of design services necessary for the development of Alpenglow Park. The cost for amendment #5 is approximately \$1.1 million with an additional 10 percent contingency.

***Director Sprang made a motion to authorize the executive director to negotiate and execute amendment #5 to the contract with Environmental Science Associates for Alpenglow Park in an amount not to exceed \$1,116,037.00 and to approve an additional contingency amount of \$109,713.70. Director Hovekamp seconded. The motion passed unanimously, 5-0.***

7. Convene as Contract Review Board to Conduct a Public Hearing and Approve Resolution No. 431 – Design Build Alternative Form of Contracting Method for the Juniper Swim & Fitness Indoor Pool Renovation Project – Brian Hudspeth and Bronwen Mastro (15 min)

Mr. Hudspeth explained the process of replacing the pool tank, which is a retrofit, at Juniper Swim and Fitness Center. Due to the technical complexity and timing of the project, Mr. Hudspeth would like to use a design build process that allows the district to bring a contractor on board sooner for a more efficient process that will likely cost less. Mr. Hudspeth highlighted other advantages outlined in the board report to this process for this particular project.

Executive Director Horton stated that the board is also designated as the contract review board. The task of the review board is to consider the adoption of the resolution and the findings that justify acting outside of the normal process. The resolution and findings were included in the board packet for the meeting.

The board asked questions about how this process is quicker and cheaper and expressed concern about the complexity of the project. Mr. Hudspeth explained the design-builder option provides both design and construction services reducing the risk of design flaws. Since the contractor is involved at the beginning, this allows for a better understanding of the complexities, owner's needs and the design intent of the project. With the working relationship of the designer and contractor, there are fewer flaws; projects are more likely completed on time and within budget. He further said that this is still a competitive bid process and the district will be able to work with firms that have the necessary experience. He added that staff understands the expertise needed and know what the district will be getting because the bid environment does not require the lowest bid to prevail.

Director Schoenborn announced that the board will now meet as the local contract review board and conduct a public hearing for the purpose of taking public comment on the findings for an exemption to the public bidding requirement. He asked if there was anyone present that would like to make comments; there were no public comments.

***Director Mendez made a motion to adopt Resolution No. 431 exempting the Juniper Swim and Fitness Indoor Pool Renovation Project from competitive bidding, and use the design build alternative contracting method to award a design build services contract. Director Hovekamp seconded. The motion passed unanimously, \*4-0.***

***\*Director Sprang left the meeting prior to the vote.***

#### 8. Full-time Position Request – Matt Mercer (15 min)

Mr. Mercer said the Pavilion has recently added more programming requiring more staff. He requested the board approve the expansion of a part-time position at the Pavilion to a full-time position. This part-time position currently works seasonally at the Pavilion and seasonally as a park steward the rest of the year. With the development of the Pavilion position, park services would like to also expand their seasonal park steward opening to a full time opportunity. With the expansion of both of these full time positions, the request is for one full-time equivalency.

Mr. Mercer explained that the additional revenue added from the roller sport program at the Pavilion will cover the costs of the expansion of the part-time position at the Pavilion.

**Director Kropf made a motion to approve the addition of one full-time equivalent position for the fiscal year 2019-2020. Director Mendez seconded. The motion passed unanimously, 4-0.**

**EXECUTIVE DIRECTOR'S REPORT**

- Executive Director Horton offered a tour of Larkspur Community Center construction site and Alpenglow Park instead of the next board meeting. Aug. 6. Two board members will be out of town for the meeting and the board indicated that they would prefer the tour option.
- Board training is August 13 at Eagle Crest Resort.
- Let's Picnic has started and Executive Director Horton invited the board to attend.
- The district is hiring a planner for trails, the interviewing will begin soon.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER** Director Hovekamp welcomed Directors Kropf and Mendez to the board.

**ADJOURN** 8:38pm




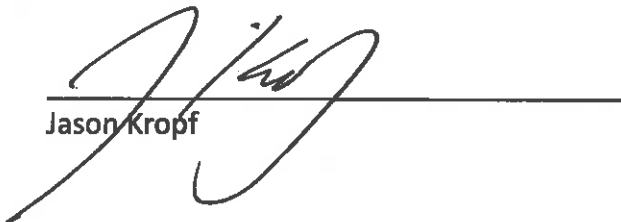
Prepared by,  
Sheila Reed

Executive Assistant

  
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Ted Schoenborn, Chair

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Nathan Hovekamp, Vice-Chair

  
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Lauren Sprang

  
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Jason Kropf

  
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Ariel Mendez

