



Bend Metro Park & Recreation District

December 17, 2019

# Board of Directors Agenda and Reports

[www.bendparksandrec.org](http://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.

*play for life*

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | [www.bendparksandrec.org](http://www.bendparksandrec.org) | (541) 389-7275



# Board of Directors

December 17, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

## AGENDA



**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)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. This session is closed to all members of the public except for representatives of the news media.

## 5:30 p.m. CONVENE MEETING

### WORK SESSION

1. Park Services Report Facilities Program – *Jason Monaghan and Rob Shatting (15 min)*
2. Level of Service Update – *Sarah Bodo and Henry Stroud (30 min)*
3. River Access & Habitat Plan update – *Sarah Bodo and Rachel Colton (30 min)*

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

## 7:00 p.m. BUSINESS SESSION

### VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Meeting attendees who wish to speak are asked to submit a comment card provided at the sign-in table. Speakers will have 3 minutes for comments. If there are questions, follow up will occur after the meeting. Thank you for your involvement and time.

### CONSENT AGENDA

1. Meeting Minutes – 12/03/2019

### BUSINESS SESSION

1. Receive Budget Committee Applications and Review Process – *Betsy Tucker (10 min)*
2. Discuss Board Member Applications – *Don Horton (60 min)*

### EXECUTIVE DIRECTOR’S REPORT

### PROJECT REPORT

### BOARD MEETINGS CALENDAR REVIEW

### GOOD OF THE ORDER

### ADJOURN



#### 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](mailto:sheilar@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	December 17, 2019
<b>SUBJECT:</b>	Mechanical, Electrical and Plumbing (MEP) Program
<b>STAFF RESOURCE:</b>	Jason Monaghan, Facilities Manager Rob Shatting, Facilities Supervisor Jonathan Bush, Building Operator Ben Lewellen, Building Operator
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Continue to “take care of what we have” by prioritizing investments in the districts’ existing assets

**BACKGROUND**

In order to assist the board of directors in developing familiarity with the programs and services delivered by the Park Service Department, staff will make a brief presentation on a specific program during the second work session of each month. The presentations will include an overview of the program history, content, goals and outcomes.

This month’s report will feature the Mechanical, Electrical and Plumbing (MEP) program. We will discuss a brief history of the program and focus on the successful transformation of this division due to innovation and improved business practices.

**BUDGETARY IMPACT**

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

**STAFF RECOMMENDATION**

None, for information purposes only.

**MOTION**

None

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	December 17, 2019
<b>SUBJECT:</b>	Comprehensive Plan – Level of Service Update
<b>STAFF RESOURCE:</b>	Sarah Bodo, Planner Henry Stroud, Planner
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Ensure the district is maintaining its adopted level of service targets

**BACKGROUND**

Providing park and recreation facilities to meet the demand of future population growth is one of the most important outcomes of the Bend Park and Recreation District’s Comprehensive Plan. The current plan includes level of service targets for acres of parkland and miles of trail per every 1,000 residents. Specifically, the plan identifies the following level of service targets:

Neighborhood and Community Parks	7.85 acres/1,000
Regional Parks	10 acres/1,000
Trails	1 mile/1,000

Additionally, the plan includes a second level of service target of ½ mile walking distance to a neighborhood or community park for most district residents. The district is performing this “walkshed” analysis to ensure an equitable distribution of close to home park and recreation opportunities for residents throughout Bend.

These level of service targets were the basis for the project list included in the comprehensive plan. This project list ultimately informs the five-year capital improvement plan (CIP). Taking into consideration funding availability, the CIP describes the proposed pace of development for new parks, trails and facilities that are necessary to meet community needs as the population increases.

District staff will provide updates on the current levels of service for acres of parkland and miles of trail per 1,000 residents as well as discuss ways we are working to fine tune the level of service targets and walkshed analyses as Bend’s population continues to increase.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

None

**MOTION**

None

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	December 17, 2019
<b>SUBJECT:</b>	River Access and Habitat Restoration Plan Update
<b>STAFF RESOURCE:</b>	Sarah Bodo, Park Planner Rachel Colton, Park Planner
<b>PREVIOUS BOARD ACTION:</b>	February 16, 2016 Project Introduction September 6, 2017 Project Update April 3, 2018 MOU with Upper Deschutes Watershed Council June 12, 2019 Application for technical assistance from National Park Service, Rivers and Trails Conservation Assistance Program July 16, 2019 Riverbend Park South project update September 3, 2019 Deschutes River Use Report
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>    Pillar:</b>	Operations & Management practices
<b>    Outcome:</b>	Be a local leader in environmental stewardship
<b>    Strategy:</b>	Improve efforts to be responsible stewards of the natural environment

**BACKGROUND**

The 16 parks and 17 miles of trail along the Deschutes River are some of the most beloved and highly visited district properties. The popularity of the river has resulted in impacts such as trampled vegetation and erosion along the riverbank. Population and tourism growth are expected to add more use in the future. In addition, the district's 2018 Comprehensive Plan identifies "areas to access the river" as the highest unmet amenity need by the community.

In anticipation, the district is taking a proactive approach to identify optimized river access and habitat restoration projects by preparing a river access and habitat restoration plan. The plan will document existing conditions, community desires, and prioritize access and restoration projects.

As part of the river access and habitat restoration planning effort, staff completed two significant data collection and analysis efforts. Specifically:

1. **2017 Habitat Inventory:** staff completed habitat inventories for 13 reaches over 10 miles of river and encompassing over 100 sites. This data was used to help identify and prioritize restoration projects, including the Riverbend South Restoration Project, that is currently under design, in partnership with the Upper Deschutes Watershed Council.

2. **2019 Inventory of River Recreational Use:** staff collected river use data at the 16 river parks over the 2019 summer. Data collected included observational and survey data, including the number of visitors, types of use and trip characteristics. This data is currently being summarized into a report that will be included as an appendix to the river access and habitat restoration plan.

This data provides a strong foundation to inform the development of a river access and habitat restoration plan, and will be used to inform stakeholder engagement and foundational elements of the plan. Staff will share the plan’s scope, schedule, and community engagement opportunities at the board meeting.

**BUDGETARY IMPACT**

The District’s approved 2020-2024 Capital Improvement Plan (CIP) identifies a total funding allocation of \$165,000 in property tax funding for Natural Resource River Stewardship; \$25,000 of which will support the river access and habitat restoration plan development. The remaining funds are allocated towards the habitat restoration project to be completed in partnership with the Upper Deschutes Watershed Council.

In addition to the funds allocated in the 2020-2024 CIP, the district was also awarded a Rivers, Trails and Conservation Assistance (RTCA) Program grant from the National Park Service (NPS) in November of this year. This grant provides NPS staff to support this project. The NPS will provide an outside expert voice to help facilitate public meetings and share best practices and lessons learned from other communities. They will also give feedback to the district on the proposed planning process, community engagement strategy and related materials.

**STAFF RECOMMENDATION**

None

**MOTION**

None

**ATTACHMENT**

None, materials will be presented at the meeting.





# Board of Directors

December 3, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

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

**BOARD PRESENT**

Ted Schoenborn, Chair  
Nathan Hovekamp, Vice Chair  
Jason Kropf  
Ariel Méndez

**STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Lindsey Lombard, Administrative Services Director  
Matt Mercer, Director of Recreation  
Sheila Reed, Executive Assistant  
Brian Hudspeth, Development Manager  
Jeff Hagler, Park Stewardship Manager  
Michael Egging, Recreation Analyst  
Sasha Sulia, Superintendent of Park Operations  
Betsy Tucker, Finance Manager  
Becky Young, Sports Program Coordinator  
Russ Holliday, Sports Program Manager  
Chris Zerger, Public Events Coordinator

**MEDIA**

Isaac Biehl, The Source

**WORK SESSION**

1. Recreation Report: Athletic Field Report – *Becky Young and Michael Egging (30 min)*

Ms. Young gave a brief history of the athletic field use. She said that part of the athletic field policy is to continue to prioritize appropriate practice times for youth (after school) and get practices as close to home as possible. She said last year staff worked to identify open spaces in parks that were used to expand the opportunities for families to bike and walk to practice. The additional space also allowed for more teams (non-BPRD) to practice and fewer requests were declined.

Ms. Young explained the affiliate agreement that the district has with affiliate organizations. She said these agreements are a higher level relationship than Facility Use Agreement. She reviewed the

affiliate advantages and explained that there is only one affiliate per sport. She reviewed the minimum requirements to be an affiliate and said there are two affiliates with BPRD now:

- Bend FC Timbers
- Bend North Little League (could do South but they have not expressed interest nor do they use BPRD fields at this time)

Ms. Young spoke about the scheduling priorities for field use. Priority is given to district programs, next school programs and then the affiliates. This guideline provides clear direction for coordination of the use of fields. She said it is important to educate user groups so they understand that lower priority groups still get field optimal hours (optimal hours are after school until dark) for field times.

Mr. Egging reviewed the data of the field use report.

<u>Total Hours</u>	<u>Total Athletes</u>	<u>Requests unable to accommodate</u>
2018: 21,005	2018: 12,101	2018: 15
2019: 18,095	2019: 12,408	2019: 14

Mr. Egging reviewed the hours of use for the fields and the numbers of athletes the fields serve. He explained the decline in total hours in 2019 as a result of the late snow that happened in the spring. Youth practice is the highest level of use of athletic fields, most of the hours are used by internal programs and then non-profit groups, followed by commercial and school district use. Soccer is overwhelmingly the highest use followed by softball and lacrosse. The growth in district adult and youth programs remains steady over the past few years.

Ms. Young said most requests for field use are accommodated; only 14 applications were unaccommodated this past year.

Mr. Egging said that looking ahead there are some new fields. Pacific Crest fields, the new fields at Pine Nursery that the FC Timbers built and future fields that are planned at Big Sky.

The board asked if the data shows that there are adequate fields for the community. Mr. Egging indicated that with participation holding steady, there are enough fields to fulfill the current need and added that future planned fields will be multipurpose to accommodate multiple activities.

## 2. Review Board Vacancy Appointment Process – *Don Horton (20 min)*

Executive Director Horton led the discussion about the process to appoint the vacant board seat. He said the position has been advertised and there has been some good coverage in the newspaper. He reviewed the schedule that the board agreed upon and reviewed a scoring matrix that has been developed. The scoring matrix is intended to narrow the applicant pool if necessary and a second matrix is intended to be used for the interviewed applicants.

After the board scores the applicants, the scores will be totaled and distributed at the next board meeting; the board can then decide to bring all candidates back for an interview at the next meeting

or narrow the list. The board discussed ideas that include scoring questions for diversity and inclusion. Concerns were shared about the lack of ability to ensure clean backgrounds of applicants.

### 3. Mirror Pond MOU – *Don Horton (30 min)*

Executive Director Horton invited Bruce Abernethy, City Councilor, and Todd Taylor, MPS Solutions, to the presenters table to speak about the partnership that began about six years ago. He reviewed some of the major components of the original vision of the Mirror Pond project. He said the district is already working on the bank improvements and extension of the Deschutes River Trail. The city is working on the storm water management plan. The dredge is being led by Mirror Pond Solutions (MPS). The last major component looked at the impact of private sector development or redevelopment on the banks of Mirror Pond. He said the vision is pretty grand and has to be broken down in to smaller parts to complete. The partnership with the various groups was formed and each is taking on their part to fulfill the project.

Executive Director Horton reviewed the investments, stating the district and City of Bend have paid about \$275,000 for the work on the vision, the district has spent about \$850,000 on bank and trail design work and MPS has invested \$450,000 on the costs to get the dredge going. He reviewed Resolution No. 430 and Resolution No. 418 and explained the funding for the project has been adopted in the district's CIP. The process of the MOU was talked about, specifically the language that calls for a third-party facilitator, which calls for community input. The city will pay for the facilitator the district will pay for a consultant's high-level concept of the fish passage.

The board would like the fish passage to function with or without the dam. There were questions about the longevity of the dam. Executive Director Horton indicated that by all accounts with PacifiCorp, their intention is to keep the dam in place. He further stated that work is being done on the dam currently which is a reinforcement that the dam will remain in place.

Executive Director Horton said it has not been determined what the fish passage will be, it may be a ladder or another type of passage. The committee will give recommendations, concept and funding strategy. The City of Bend and the district will work together on funding.

Mr. Abernethy, Bend City Councilor, provided some perspective on the project; he said his hope is to persuade the board to approve the MOU. He added there have been numerous efforts to find a comprehensive solution and said this is the closest that the agencies have been in 20 years to crafting a comprehensive solution. The agreement has been a compromise to restore Mirror Pond with multiple stakeholders involved. Permits have been issued, funds continue to be raised, the city is moving forward with stormwater outfalls, the district is working on the banks and trails and the only issue left is fish passage. He commented that the community discussion has been as broad as possible. He encouraged the board to focus on the fish passage remarking that a broader approach delays the ability for the community to rally around the concept of fish passage. The fish passage has been talked about, and is now part of the plan. Delays put the dredging at risk because the permits are at risk because of expiring.

Mr. Abernethy shared a prior personal experience as an elected official, he said he has learned that to do what is good for the community doesn't always include liking and agreeing with everything.

Paul McClanhan worked on the permit process for the dredge of Mirror Pond. He gave further history that dated back as far as 1984. He said MPS acted on commitments made in 2015 MOU, he added that MPS has invested \$450,000 for the permit process and costs will escalate after 2020 if the process is delayed.

Mr. Taylor gave the history of MPS and ownership of the land under the pond. He said that he felt that the private sector could get this project done quicker, he and Bill Smith purchased the land under the pond and formed MPS to restore it. He added that MPS is just a piece of the project and they are focused on the dredge. He said samples taken from the pond indicate that a clean-up was necessary. Improving the water quality will also improve fish habitat. He explained that a lot of the debris in the pond has come off the roads into the river, which is one reason why the city is focused on stormwater cleanup. The pond holds 1,100 acres of stormwater from the streets of Bend and needs to be made healthier for fish habitat. Mr. Taylor added that MPS would not have spent nearly a half a million dollars if PacifiCorp was going to pull the dam. Mr. Taylor responded to questions asked by Directors Kropf and Méndez and reviewed the history of conversations that have been had with PacifiCorp regarding the dam and their intentions to keep the dam in place. Mr. Taylor indicated his confidence in the dam remaining.

Director Hovekamp added that in the 2015 vision document, there is concern that the dam may be nearing its end of life and has a history of leaks. Executive Director Horton said that PacifiCorp has invested a lot in the dam since then and is continuing to do work on the dam. He said PacifiCorp has indicated to the district that the dam will remain.

Mr. Taylor said he is asking that the board honor the agreements that have been made and keep the project moving forward and complete the items in the MOU. He complimented the city on their efforts that pertain to the MOU and asked that the district sign the MOU in December as planned with the end product of an IGA. He acknowledged that it has been a long process, it hasn't been perfect, but there is a nice project in place with efforts from everyone.

The board asked Mr. Abernethy if he sees the fish passage being connected to the dredge. He responded that he thinks there could be grant funding for the fish passage, but not dredging and did not recommend having the projects linked to one another. He further stated that the fish passage gains more traction in the community if the community sees that the agencies involved are serious about moving the other pieces of the project forward. Mr. Abernethy said he is confident that there will be funds available in the community to fund the fish passage and does not see a reason to tie the projects together. Mr. Taylor added that it has taken 36 months to secure permits for the dredge; he is supportive of the fish passage, but would not want them tied at the risk of slowing the progress of the dredge portion of the project.

The board discussed the topics of the resolution that led to the MOU and compared the documents. There were questions raised about some of the wording and some interpretation that too much of the MOU focuses on the dredge and not the other elements of the resolution. Mr. Abernethy said

the fish passage was added at the time of the resolution, the dredge and other components go much further back and have been a part of a long conversation. Mr. Abernethy recognized that some of the new board may not agree with the commitments made by the prior board, but stressed that of the 12 people, seven city councilors and five board members, that voted for the resolution 11 of them agreed and voted in favor of this compromise. He encouraged the board to move forward with the resolution.

The board continued to analyze the MOU and ultimately decided that the district council should review the MOU and have a meeting to review and clarify the language before moving forward. All parties agreed to this solution.

### **VISITORS**

Craig Gerlach: Mr. Gerlach said it has been difficult to get field time. He requested a designated field for girls' softball. He said he would like to partner with the district for a more formal arrangement. He asked the board for their support on his request.

Mason Lacy: Mr. Lacy referenced an email he sent to the board this morning. He said he agrees that the community conversation should keep to the topic of the fish passage. A fish ladder is not the only option, he stated that natural rock rapids can be constructed as defined in the 2015 Mirror Pond vision. This would allow for safe kayak passage, and he referenced funding sources through the Oregon Waterway Access fund that could help pay for this type of passage. Mr. Lacy requested that the MOU call for fish passage instead of a fish ladder.

Director Hovekamp encouraged Mr. Lacy to stay engaged with the process and said he would like to have more information on a natural rock passage.

Dave Paulson: Mr. Paulson stated that the 2015 vision has been largely disregarded, the dam is not being removed and replaced, there is no natural fish passage. He said PacifiCorp is not relocating and he does not think the dam is something that should exist in 2020. He shared his opinion that the dam will disappear, it is failing and old. He stated the dredging and fish passage will be lost when the dam is removed. Mr. Paulson added concerns about not having more public process about this decision.

### **CONSENT AGENDA**

1. Meeting Minutes – 11/19/2019
2. Codify Personnel Policies

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

### **BUSINESS SESSION**

1. Public Hearing, on Resolution No. 433 – Budget Transfer for PERS Contribution – *Betsy Tucker (15 min)*

Director Schoenborn opened the public hearing for public comment. There was no public comment, and the hearing was closed.

Ms. Tucker said the application that was approved at the last board meeting was submitted and approved. The money for this application was budgeted in the contingency fund to special payments. She asked the board to approve this appropriation and approve the new category of special payments.

***Director Hovekamp made a motion to adopt Resolution No. 433, adopting a Supplemental Budget for Fiscal Year 2019-20. Director Mendez seconded. The motion passed unanimously, 4-0.***

**EXECUTIVE DIRECTORS REPORT**

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

Director Méndez said he appreciates the time of everyone at the board meetings. Director Schoenborn asked for suggestions on keeping the board more focused. He said they need to stay concentrated on the topics and be more efficient. He said he is looking for suggestions from the board members.

**ADJOURN** 8:57pm



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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Jason Kropf

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Ariel Méndez

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	December 17, 2019
<b>SUBJECT:</b>	Receive Budget Committee applications and review 2020-21 budget calendar
<b>STAFF RESOURCE:</b>	Betsy Tucker, Finance Manager
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Receive Budget Committee applications and discuss 2020-21 budget calendar dates

**BACKGROUND**

The district's Budget Committee consists of five members that are appointed by the Board of Directors. To be eligible to serve as a budget committee member, per Oregon's Local Budget Law, a candidate must reside within the district's boundaries, be a registered voter, and be willing to commit to serving a three-year term. There are currently two vacant seats on the district's budget committee; Ariel Mendez completed his term when he joined the board of directors in July 2019, and Larry Kimmel completed his term at the end of the budget process for fiscal year 2019-20. The board has received several applications for consideration for the open positions, including an application from Larry Kimmel interested in continuing his position with the committee.

For prior appointments, board members have taken into consideration a variety of criteria during their selection process. The criteria have included the candidates' skills and experiences, what neighborhood they live in, and prior experience with the district. Also, a significant factor in the prior selection processes has been the make-up of the current budget committee members, so as to have a committee that best represents various areas and backgrounds in the broader community.

Attached are the applications along with summaries of information on the three current budget committee members and on the candidates. The applications include the candidates' responses to supplemental questions and often a resume; the supplemental questions are intended to provide the board with information on the candidates that will assist them in making their selection. This information includes the candidate's profession, experience, community involvement, direct experience with the district, and the reasons they are interested in a position on the district's budget committee. The provided summaries reflect the following information on current members and candidates: neighborhood association where they reside; how long they have lived in Bend; and current and prior profession and experience.

The board has previously committed to using the following review and selection process:

- board members receive all eligible applications and read, review and rate the candidates

- on their own time;
- the rating system to be used: three points for each board member's first candidate, two for the second, and one for the third;
- all individual ratings will be provided to staff by end of day Monday, January 6;
- staff will summarize the data and will provide to the board, at the January 7 board meeting, the names of the candidates who received the two highest combined ratings; and
- the board will consider those candidates for appointment.

Each year staff develops a budget calendar for the upcoming fiscal year's budget process. The annual board workshop is scheduled for Tuesday, February 4. The budget committee and board budget tour is scheduled for April 15, from 9:00am to 4:00pm. The tour's purpose is to see some of the more significant sites of projects that will be in this year's proposals.

Staff have also scheduled the budget committee meetings for Monday May 11 and Wednesday May 13, (with Thursday, May 14 scheduled as a tentative third meeting if necessary) with the budget adoption by the board scheduled for the regular Tuesday, June 2 board meeting.

#### **BUDGETARY IMPACT**

The 2020-21 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on May 11.

#### **STAFF RECOMMENDATION**

Staff recommends the board review and consider the applications in preparation for appointment on January 7. Staff also recommends that the board note the dates for the board workshop, the budget tour and the budget committee meetings, and inform staff as soon as possible if there is a scheduling conflict.

#### **MOTION**

***None, for information purposes only.***

#### **ATTACHMENT**

- BPRD Fiscal Year 2020-21 Budget Calendar
- *(The applications, budget committee candidate and current member summary, and Neighborhood Association map will be provided at the work session)*



## 2020-21 Budget Development Calendar

### 2019

November Publish ad seeking new budget committee member(s)

January 7 Board of Directors appoint new budget committee member(s)

### 2020

February 4 Board annual workshop and budget committee training

April 15 Budget committee tour of parks, trails, and facilities

April 20 Publish first budget committee meeting notice

May 1 Publish second budget committee meeting notice

May 1 Proposed budget available to public and budget committee

May 11 Budget committee meeting to hear budget message, receive public input, and review proposed budget

May 13 Budget committee meeting to approve proposed budget, property tax rate, and property tax levy for debt service

May 14 Hold for budget committee meeting, if needed

May 22 Publish notice of budget public hearing

June 2 Public hearing held by Board of Directors to receive public input, adopt budget and impose and categorize property taxes

July 15 Tax levy certified by Deschutes County

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** December 17, 2019

**SUBJECT:** Discuss Board Member Applications

**STAFF RESOURCE:** Don Horton

**ACTION PROPOSED:** Narrow the list of applications for the board vacancy

**BACKGROUND**

Lauren Sprang resigned her position from the board November 19, 2019. Staff advertised the vacancy and accepted applications for over two weeks. The application deadline closed on December 10, 2019 at 5 pm. Twenty-four applications were submitted to the board for review prior to this meeting. The board will score each applicant with a matrix and narrow the list of candidates for oral presentations and appointment at the next board meeting on January 7, 2020. The list of applicants are as follows:

Amy Fraley	Elizabeth Hughes-Weide	Linda Crouse	Robin Smith
Bob Almquist	Foster Fell	Mark Borgers	Robin Vora
David Blair	Judith Stiegler	Mark Henderson	Steve Houghton
Deb Schoen	Justin Gottlieb	Michael Dooley	Steve Jorgensen
Donna Owens	Karen Berky	Michelle Hart	Travis Davis
Edward Boero	Kevin Knight	Paul Hewes	Zavier Borja

**BUDGETARY IMPACT**

None

**MOTION**

None

**ATTACHMENT**

N/A

**Board Calendar  
2019-2020**

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

**2020**

**January 07**

Work Session

- ◆ Board Member Applicant Presentations

Business Session

- ◆ Appoint Board Member
- ◆ Appoint Budget Committee Member

**January 21**

\*Swear in new board member

Work Session

- ◆ Park Services Report Park Steward Program – Jeff Hagler and Charlie Redline (15 min)
- ◆ Trails Update

Business Session

- ◆ Accept 2018-19 CAFR – *Brenda Bartlett SGA CPA (15 min)*
- ◆ Approve Northpointe site Masterplan – *Michelle Healy and Bronwen Mastro (20 min)*
- ◆ Approve Northpointe Property Name – *Michelle Healy (10 min)*
- ◆ Annexation – Pahlisch Development

**February 4**

Board Workshop - 8:00 a.m. – 4:00 p.m.

- ◆ Annual Strategic Action Plan (Mid-Year Review)
- ◆ Cost Recovery
- ◆ General Fund Commitments
  - Larkspur/JSFC
  - Alpenglow and Big Sky
  - Pay Equity
  - PERS
- ◆ Financial Forecast
- ◆ Capital Improvement Plan (CIP) Discussion
- ◆ Board Self-Assessment

**February 18**

Work Session

- ◆ Park Services Report
- ◆ Hollinshead Partnership Presentation
- ◆ Perception Survey – *Sarah Bodo and Michael Simone, RRC (45 minutes)*

Business Session

- ◆ IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*

### **March 3**

Work Session

Recreation Report

Business Session

- ◆ Goodrich Park Award Construction Contract – *Ian Isaacson and Jason Powell (20 min)*

### **March 17**

Work Session

Park Services Report

Business Session

Park Services Fleet and Equipment Program – *Roy Radcliff (15 min)*

### **April 7**

Work Session

Recreation Report

Business Session

### **April 15 Budget Tour**

### **April 21**

Work Session

Park Services Report

Business Session

Park Services Hardsurface Program – *Jason M and Alan Adams (15 min)*

### **April - Budget Committee Tour April 15**

### **May 5**

Work Session

Recreation Report

Business Session

### **May BUDGET MEETINGS (May 11, 13, 14)**

### **May 19**

*Board Meeting Canceled*

### **June 2**

Work Session

Recreation Report

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2020 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2019-20 – *Lindsey Lombard*

**June 16**

Work Session

Park Services Report

Business Session

**TBD**

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

Recreation Programming Plan – Matt Mercer and Michael Egging

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

Northpointe Park Award Design Contract – *(20 min)*

River Access Plan updates – Sarah Bodo

Transportation Discussion with CTAC– *Eric King and Susanna Julber (45 min)*