



# Board of Directors

June 2, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

## AGENDA



### 4:00 p.m. EXECUTIVE SESSION

This meeting was held pursuant to 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.

To support Governor Brown's recommendation for social distancing, the Board of Directors conducted this meeting by video.

*View the board meeting live stream via [Bend Park and Recreation Facebook page](#).*

### BOARD PRESENT

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

### 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  
Jason Powell, Construction Manager

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

#### VISITORS Comments were submitted by email

**Carol Delmonico:** Ms. Delmonico submitted a letter to express her concerns about the trees in Drake Park that may be removed for the trail project. She asked the board to acknowledge a voice to speak as the tree. She requested that the district hold a public celebration for the trees and said the community would be richer for it. Ms. Delmonico asked the board to spare the ancient ponderosa in the plan for removal at all costs and said that it is not replaceable by another.

**Sky McClain:** Ms. McClain submitted a letter to express her concerns about the trees in Drake Park. She listed her vast experience in working as a ranger in various places and gave some background of growing up in Bend in a logging family. She asked the board to put more emphasis on the unique and historical significance of the Drake Park portion that contains native habitat of old growth trees and to consider the safety of the trees first and the people second.

Carol Fulkerson: Ms. Fulkerson submitted a letter on behalf of the Central Oregon Coalition for Access (COCA) board. She said the steering committee supports the planned trail improvement in Drake Park. She said this board participated in the support of the trail for the grant application that was submitted. Ms. Fulkerson said it is the opinion of the COCA board that the unhappy commenters do not understand the mobility needs of others as well as district obligations under the Americans with Disabilities Act. She added that their desire to keep the park exactly as it is today may help them preserve their own personal experiences or memories, but that perspective is detrimental to others. Their expectations would not improve accessibility and would prevent a significant number of seniors and people with mobility or other disabilities from engaging in opportunities to experience the park for perhaps the first time – to create their own new experiences and memories

## **WORK SESSION**

### **1. Hollinshead Partnership Presentation – *Julie Brown and Kelly Cannon-Miller***

Ms. Brown shared the Hollinshead partnership project with the Rosengarth family (prior owners of the property) and the Deschutes Historical Society. She said the agencies have been working together for the past year on the historical component of Hollinshead Park as a working ranch.

Ms. Cannon-Miller gave a history of Bend's family farms including the Rosengarth family farm that was donated to the district and is now Hollinshead Barn and park area. She said this project was possible with the help of Tony and Sharon Rosengarth.

Ms. Brown said the first step of the project included board funding of an intern that did an inventory of all the items in the home and tack shed. The intern created an extensive database of all items and a conditions assessment. The next step is to preserve, transfer and store fragile items. New interpretive panels will be installed and a plan for public access and tours of the property will be developed. Some of the project is funded through a joint application for the Heritage Commission grant.

Ms. Cannon-Miller explained her involvement of the project with project oversight and her relationship with the Rosengarth family. The Rosengarth's have been instrumental in detailing the history and story telling of the property and inventoried items.

Ms. Brown spoke about the timeline of the project, stating that from now to fall the care of the items will continue. In fall of 2020 the interpretive panels will be installed, management plan developed and volunteer host program will be created. She reviewed the costs of the project and showed the budget to be \$4,000.

### **2. Update on Parks and Opening Facilities – *Michelle Healy and Matt Mercer***

Ms. Healy spoke about the updates on river recreation, she said the district is moving forward with Tumalo Creek Kayak and Canoe with a scaled down rental concession in Riverbend Park. Rentals are scheduled to begin June 13. The communications team is putting together a summer campaign to encourage best practices for river use. The messaging includes a park, float and walk message,

messages that discourage social gathering and safe recreation on the river using the right equipment and good behaviors. She said volunteers are re-engaging, the district has trained six returning volunteers to Riley Ranch as greeters and following guidelines of safe distancing. Staff is looking at expanding the greeter program at Shevlin Park. The Adopt a Trail and Park and goose programs are starting back up as well.

Ms. Healy said that park services is beginning to recruit for custodial and landscape crew positions as the recreation staff that was filling these positions go back to their recreation jobs. Four employees from recreation will continue to work as park stewards for the summer; this will allow the district to continue with additional hours of stewardship through the summer.

Ms. Healy spoke about other open recreation areas in the district stating that skate parks have opened with no major issues. Pickleball and other courts have opened and the pickleball club has been helpful in ensuring that people are following the guidelines. Some sports are being played in the parks and the stewards continue to educate them about the phase one guidelines. She said parks remain busy; some signs and tape are still being removed from playground areas. Stewards are working with people that are building bike jumps and trails in natural areas and advising them about more appropriate areas for this type of recreation.

Mr. Mercer said as phase two approaches, he expects there will be more guidelines for sports and a lot more activity to manage. In recreation there has been two tracks of concentration, opening Juniper and starting summer camps. It was announced yesterday that dry side operations at Juniper would resume on June 8. He added that pools and other activities will not open until the Governor allows.

Mr. Mercer said passes for Juniper are on hold at this time; there is no way to tie passes to a reservation and the district cannot offer all amenities that the passes cover. Additional time will be added to passes as a courtesy, the time will depend on the length of the pass. Passholders can request refunds as well. Reservations are necessary to keep control of the number of people that are in the facility and keep track of who is attending.

The district will be following the state guidelines for providing camps. Staff has notified patrons of programs that are not able to run and most people have been understanding. Registration did reopen and the restructured camps filled. Mr. Mercer said that staff is being called back to work now and the district is advertising for more staff. Independent contractors have confirmed that they will run summer programs and procedures are being written to ensure the safety of these programs as well.

Mr. Mercer said therapeutic recreations programs are being brought back a couple of weeks later than other camps; some higher need participants cannot be served due to the state guidelines that have been imposed. At this time older programming is still on hold. Swim programs make up most cancellations; if lessons are eventually allowed staff may them bring back later in the summer.

Executive Director Horton said he received a draft of phase two guidelines. He said the guidelines are somewhat confusing for sport programming. Social distancing standards may be relaxed for sport games, but draft guidelines for events are still too restrictive for district events.

### 3. Future Board Meetings Format – *Don Horton*

The board discussed when the right time will be to get together for in-person board meetings. It was suggested that when the area is approved for phase 2 that meetings could go back to in-person. The board decided to find out what other agencies are doing before making this decision.

### CONSENT AGENDA

#### 1. Minutes – 05/19/2020

***Director Hovekamp made a motion to approve the consent agenda. Director Méndez seconded. The motion passed unanimously, 5-0.***

### BUSINESS SESSION

#### 1. Construction Contract Award for Goodrich Pasture Park – *Jason Powell*

Mr. Powell reminded the board that this project is a park in NE Bend. The property is a former pasture space that the district is developing into a neighborhood park. As part of the project, the district is required to construct frontage improvements on NE 11<sup>th</sup> Street and Quimby Ave. The city and the district entered into an intergovernmental agreement to complete all of Quimby Avenue to current roadway design standards.

Mr. Powell explained the bidding process for this park. The project was advertised February 28, 2020 as a lump sum bid. A mandatory meeting was held for all prospective bidders on March 12, bids were opened and read on April 30. The low bid was Mountain Sky, Inc. Mr. Powell reviewed the budgeted amount for this project and said staff recommends awarding the bid to Mountain Sky, Inc.

The board asked if Mountain Sky has done any other work for the district. Mr. Powell said Mountain Sky, Inc. has done a few projects including Empire Crossing, Eagle Park and have done work as the subcontractor on several other projects. The board asked about public involvement of the neighbors for the park. Mr. Powell said the neighbors have been involved and showed the most interest in the design of the play area. The play area will be a very natural design as the neighbors prefer. Executive Director Horton added that the Goodrich family was also involved in the design of the park and expressed concern about the paving of the road. He said the city would not allow the park without the road improvements.

Director Méndez asked if there is a possibility to make changes to the road that is slated for vehicle improvement. He said he would like to consider changes to improve connectivity for walking and biking. He suggested a restricted vehicle access instead. Executive Director Horton replied that the project is at 100 percent and would have to be redesigned. He added that as part of the project, a safer crossing was installed nearby on Neff Road that is very busy and a sidewalk improvement on 11<sup>th</sup> Street to the park.

***Director Hovekamp made a motion to authorize the executive director to award a construction contract to Mountain Sky Inc., for construction of the Goodrich Pasture Park for the Base Bid as***

***well as alternates A, B and C, with a total bid amount of \$1,041,612, and to approve an additional 10% construction contingency of \$104,161, for a total construction budget not to exceed \$1,145,773. Director seconded Schoen. The motion passed, 4-0. \*Director Méndez abstained from the vote.***

## **2. Resolution No. 2020-07, Clarifying SDC Collection Timing – Michelle Healy**

Ms. Healy described this resolution as a housekeeping task. Ms. Healy said the district has received a request for a deferment of fees for a multi-unit housing project. She said multifamily developers are allowed to request a deferment on the fees until completion of the project. The deferral option was created in coordination with the city in order to support affordable housing projects. The request did not include the deferment of the SDCs to the city, just the district. The city assesses and collects the district's SDCs at the same time they assess and collect the SDCs for the city. In the case of a deferral, collection of the fees is required no later than the certificate of occupancy. The deferral agreement is recorded against the property and remains in place until the SDCs are paid. The recorded agreement helps secure payment of the city and district SDCs.

Ms. Healy said that the collection of district SDC fees needs to correspond to the collection of the city SDC fees. The resolution clarifies the intended timing of the SDC collection and explains that the deferment of fees must also include the deferment of fees to the city.

The board asked why the district decided to allow for the deferral of fee collection. Mr. Taylor, counsel for the district, responded that it was in response to requests made by the development community.

***Director Hovekamp made a motion to adopt Resolution No. 2020-07, Clarifying SDC Collection Timing, effective June 2, 2020. Director Méndez seconded. The motion passed unanimously, 5-0.***

## **3. Adopt Needs-Based Assistance Plan – Matt Mercer**

Mr. Mercer presented the Need-Based Assistance (NBA) Plan and said he recognizes that this is a priority of the board. The plan includes:

- Recreation Scholarship Program
- Outreach and Partnerships
- Targeted Programs, Free/Low Cost Opportunities

The number of individuals and household participation increased dramatically over last year. The process was simplified and staff worked hard on outreach. The formula to qualify for assistance was changed making more people and households eligible. The long-term trend of scholarship funds show that the district would have exceeded the amount budgeted for the scholarship fund if the pandemic had not occurred. Next year the district is planning for even a higher amount. Most of the assistance is provided for youth recreation, Juniper Swim and Fitness and Therapeutic Recreation.

Mr. Mercer showed a slide on targeted programs; the district will provide \$35,000 (leveraged by \$25,000 in contributions) in direct support to the following:

- Ariel Glen Summer Day Camp
- Discover the Outdoors
- Days of Play
- Kids on the Move (discontinued)
- FAN Voucher Program

The district offered over 250 free opportunities last year, some community events, senior social programs, family nights at Juniper Pool and low fee family skates at the Pavilion. These programs are open and promoted to all, but special efforts are made to target low income populations. These are not funded through the NBA program, but are included in facility and outreach budgets.

Mr. Mercer reviewed the changes that were made to the program last year:

- Increased income eligibility level for high need from 100% to 130% of poverty
- Increased complementary program support from 25% to 50% for moderate need
- Removed limitation on facility passes
- Streamlined income verification; aligned with other assistance programs
- Extended eligibility period to one-year

Mr. Mercer said staff will continue to work with partner organizations, do outreach with free and low-cost programs and work with agencies who can enroll families and youth into district programs. The NBA plan will be rebranded to Recreation Scholarship Program to reduce perceived stigma. A brochure was created to allow the district partners to hand out better information on the scholarships. There is also an improved visibility on the district website and Facebook pages.

The plan for this year includes:

- Continue all changes made to Scholarship Program
- Provide for growth in scholarship funding (over 15%)
- Maintain targeted programs, and seek additional opportunities
- Address potential increase in need due to COVID-19 impacts
- Build on outreach efforts and partnerships

The funding requirements for the 2020-21 plan are \$451,890 which is an additional 15 percent increase over this year. Mr. Mercer said the district is serving more people, but increases like this are not sustainable over time. The sources of funding include the general fund, grants and partnerships, foundation donations, sponsorships, and cell tower leases.

The board asked about the qualifications for the program and if the district will be able to accommodate all people in need. Mr. Mercer said only 2-3 percent of applications are denied. The district is committed to working with families and provide services to those that are in need and can qualify in other ways if necessary. The board recommended a survey to the community partners at the end of the year to get feedback on improving the outreach and program.

The board thanked staff for expanding this program and expressed interest in sharing the information with the community.

***Director Schoen made a motion to approve the Fiscal Year 2020-21 Needs-Based Assistance Plan. Director Méndez seconded. The motion passed unanimously, 5-0.***

### **EXECUTIVE DIRECTOR'S REPORT**

- Executive Director Horton announced the lease for the building that houses the Art Station has been extended another year to the end of December 2021.
- Trail Update: Staff have done a lot of work planning with the development community. A new soft surface trail (about a mile) has been completed in Discovery Park by district crews. The extension of Discovery Park to Discovery West is in the first phase and under review for deeding to the district. An undercrossing in this area that the district contributed to has been built and the painted art work will begin next week. A neighboring property that is being developed by Kevin Spencer is working on conveying property to the district for a neighborhood park and some trail easements as well. The planned development at Stevens Rd and 27<sup>th</sup> Street will be working with the district, Executive Director Horton said he will share the trail extensions as part of the park development at a later meeting.
- Mirror Pond project: Eric King said the city has not budgeted for the Mirror Pond project. Executive Director Horton asked if the district should have 6 million in the budget for the CIP if there is not certainty that the money will be given to the district for the project. He asked the board to think about bringing two CIPs to the budget approval meeting, one with the total projected funding and one with just the district's \$300,000 commitment. He explained that the project had all the funds in it to avoid having to re-adopt the budget if the project were to begin; the project is not likely to happen in this fiscal year. He said he would be comfortable removing the other agency funds from the project, but would leave the \$300,000 that was already approved by the board for the project. He suggested that this money could also be used to buy the needed easements for the bank work in the park. He added that this is not the first project that the district has budgeted for with unknown revenue sources, but it happens to be politically charged. Director Hovekamp commented that if the \$300,000 is required for easements, that would take up the entire commitment. He asked if the district would we need to increase the amount for the management of the project. Executive Director Horton responded that he did not think there would be a need for additional contributions by the district. Director Kropf asked if using the money for an easement would be consistent with the resolution. Executive Director Horton said he would ask legal counsel that question.
- Fish passage: will re-engage in this discussion when in-person meetings resume.

**PROJECT REPORT** In board report

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

- Director Kropf said he will send an invited to a meeting hosted by the City of Bend Accessibility Advisory Committee, the district has been asked to give a presentation for the trail improvements at

Drake Park. He next presented an idea to add signs in parks recognizing the indigenous people that inhabited the land. Executive Director Horton said Riley Ranch may be a good place to do this.


- Director Mendez explained his abstention on the Goodrich Pasture Park vote. He said he did not know the detailed history of the development of the park, but one of the quickest ways to ruin Bend is to provide greater access for motor vehicles. If city standards are the reason to pave a road, considering the current climate and economic crisis, and adding that the neighbors did not want the road, his opinion is that the district should influence the city council. He added that he thinks city standards can change. Executive Director Horton replied that the neighbors to Goodrich Park did not oppose the road, there was one person that lived several blocks away that opposed it.
- Director Mendez spoke about the George Floyd rallies and in support of him and his family, he asked if the district is serving patrons equitably. He asked if staff would know if the private patrol is treating all patrons fair and if there is a mechanism in place to handle complaints. He said the district has a role to play too.
- Director Kropf requested an agenda item on the security and patrols of the parks. Executive Director Horton said the park stewardship manager presents to the board annually and any concerns should be submitted so that they can be included in the presentation.

**ADJOURN: 8:55pm**




Prepared by,  
Sheila Reed  
Executive Assistant

  
Ted Schoenborn, Chair

  
Nathan Hovekamp, Vice-Chair

  
Jason Kropf

  
Ariel Méndez

  
Deb Schoen