



# Board of Directors

August 18, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

## AGENDA



**5:00 p.m. EXECUTIVE SESSION** This meeting was held 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.

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

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

## BOARD PRESENT

Nathan Hovekamp, Chair

Ariel Méndez, Vice Chair

Jason Kropf

Deb Schoen

Ted Schoenborn

## 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

Sarah Bodo, Park Planner

Henry Stroud, Trail Planner

Jason Powell, Construction Manager

## 5:30 p.m. MEETING CONVENED

## VISITORS

Jayson Bowerman: Mr. Bowerman sent a letter on the behalf of Bend Paddle Trail Alliance Executive Committee. The letter states that the committee supports the temporary closure of the river access at Columbia Park by the district to address erosion concerns. The committee also advocates for restoration of the river access once the weather turns cold enough that bridge jumping activity subsides, and that finding a comprehensive long-term solution to the challenges of this location be made a high priority for the relevant staff and the Trail Advisory Committee assigned with assessing access points along the Deschutes River.

The letter further recommends that the city simultaneously conduct a structural review of the bridge, and if it is deemed safe for long term pedestrian use, make modifications to the handrail design to

discourage jumping from the bridge in the future. The letter was signed by Jayson Bowerman, Justin Rae and Stephen Junkins.

## WORK SESSION

### 1. Southeast Bend Park and Trail Planning – *Henry Stroud and Sarah Bodo*

Mr. Stroud said the primary reason the district has a focus on southeast Bend is due to the growth that is planned in the area. In 2016, 2380 acres were added in the urban growth boundary (UGB) area in the southeast part of Bend and most are active developments today.

Ms. Bodo said the section of development referred to as “the elbow” has multiple land owners and the City of Bend is currently creating a master plan of the area. This planning effort includes 27 property owners and the plan includes transportation, water and sewer and fine tuning of zoning. The district has a park site in the area that will be developed in about 10 years. There are 3,300 residential units are expected to be built.

Ms. Bodo spoke about future park development in the area and said there are several “park search areas” (defined as ½ mile walkshed and constrained by barriers). The district is working to strategically locate parks that will serve the most people in this area.

Mr. Stroud spoke about the trail development in the area. He said there are several planned trails. The goal is to be proactive and work on the following:

- Southeast Expansion Area Plan (SEAP) code, this would require developers to build trails identified in the SEAP, which includes trails from the district comprehensive plan.
- Prioritizing CIP budgets
- Coordinating with City of Bend & private developers on land use applications

Next, Mr. Stroud showed a series of slides the showed the existing and proposed trails in the area. The slide below shows the comprehensive plan.



He said that connecting the trails to Alpenglow Park are two planned bridges. One bridge will connect over the canal and the other will connect over the BNSF railroad tracks.

The board asked how people will know how the trails connect. Mr. Stroud said the goal is to physically connect to city trails and neighborhood trails. The city is planning on adding signs that tell distance to certain destinations and the district will plan to install coordinating signage.

Ms. Bodo spoke about the housing developments that have contacted the district about park locations within the neighborhoods. She showed maps to explain possible locations for the parks and trails. Mr. Stroud explained the plans for trails. Details about the neighborhoods were included in the board report.

The board shared some concerns about the location of a park near a collector road. Mr. Stroud said he spoke to the developer about the location and was unsuccessful in getting the park moved. The board commented about the high number of homes that will be built in the area without nearby amenities, requiring people to drive more and asked about the zoning in the area. Ms. Bodo explained that the zoning was designated many years ago and change is not possible now. She said there is a small convenience commercial section in the Murphy Road development.

The board asked if SDC fees are expected to cover the costs of the future trails. Ms. Healy responded that the comprehensive plan projects future population and development. The CIP methodology is designed with this in mind. She said ongoing maintenance costs are more difficult to accurately calculate. The increases in property taxes collected with the new development of homes is intended to cover maintenance. As staff gets closer to developing planned projects, they will refine the projections of cost for the project and maintenance as well, with intent to only build what can be maintained. Executive Director Horton added that Ms. Lombard, Administrative Services Director, creates annual models in the budgeting of a project.

The board expressed appreciation to the staff for their work on early planning of these neighborhoods that will be built in the next several years.

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

Ms. Healy began with announcing that there has been no change to the high level of people on trails and in parks. She said large pink signs have been added to the beaches that speak to social distancing and face coverings and she said they seem to be helping. Staff has also updated public health signs in parks to encourage mask wearing. Staff and volunteers have been handing out masks along the river parks and about 450 masks have been given out to patrons. In addition, the police have been patrolling more and handing out masks as well; these efforts have been positively received.

Ms. Healy reported that there has been an increase in vandalism and graffiti in the parks and damage to bathrooms. She said a play structure was recently burned and destroyed in Harmon Park. She added that the number of hours staff has to spend on cleaning up graffiti and repairs reduces time for other work that could be done.

She said staff will install new warning signs about towing. People are parking in ADA spaces, on sidewalks, in plant beds and in loading zones. Due to this, maintenance staff is having more difficulty finding parking to attend to some of the parks. The warning signs should discourage this illegal parking, but the district will tow when necessary.

Ms. Healy said there are fewer COVID-19 related complaints, staff is working hard to provide education and steer good behaviors. Making masks available in parks is helping with compliance.

The board asked if staff has considered allowing graffiti as art in designated spaces. Ms. Healy explained the graffiti that staff is dealing with is not an attempt at art, but destructive tagging.

Mr. Mercer spoke about camps, he said they are going well; masks are being worn by staff and kids. He said registrations are wrapping up in the next couple of weeks and have had about 5000 registrations in camp this summer. Lap swim and recreation swim are at 90 percent capacity, swim lessons started slow, but are at over 50 percent capacity and are expected to increase. He said the fitness offerings are lagging, operating at 30 percent capacity.

Mr. Mercer spoke about fall sports (soccer, flag football and tennis) stating that they will be played under state guidelines. Fall sports will be delayed until after Labor Day to align with the delayed school calendar (school starts Sept. 14) and this postponement allows more time for staff to handle the changes to the season. Soccer registrations are down and flag football is about the same as last year. The schools are allowing district programs to continue in the schools to fill the gap with the delayed start of school. Staff will add camps to accommodate the extended summer with the school schedule.

Mr. Mercer said the childcare guidelines for September 1 have been released. Staff has been working with Bend LaPine Schools (BLS) for the last several weeks to support childcare needs. The schools will assess changes for school attendance in 6-week blocks. District staff is working to develop a full-day childcare program at all elementary schools that had Kids, Inc. programming. The childcare would support distance learning and planning for accommodations for the hybrid model if schools move to that schedule. Staff is looking at ways to address kids that are at risk of falling further behind or may not have access to internet and prioritizing those that need it the most. Mr. Mercer said that staff is also working with the city and Better Together taskforce to access public and private funding to help serve as many kids as possible. The city has dedicated \$50,000 for the childcare programs so far. He said the goal is to launch registration for the childcare program two weeks from today. Staff is also planning some half-day enrichment programs that compliment distance learning for parents that may not need full-time care, to keep full day options open to families that really need it. He added all staff and resources will go for full-day programming first and then focus on part-time programs with staff and partners.

The board asked the following questions: Mr. Mercer's responses are included

- What is the level support that would be offered for distance learning?  
District staff would be able to provide guidance and get kids started on electronic devices for class, but not likely to be able to provide further support. The district has requested that BLS bring in support staff (Educational Assistants) for a few hours a day to facilitate deeper learning.
- How will staff work to prioritize families in need?  
Staff will continue to work with partners to make people aware of all options, to prevent families from signing up for all day if they do not need it. Staff will also work with partnering agencies to better identify the families in need and offer priority registration. Staff can work with families already accessing the district scholarship programs as well.
- What is the cost of the all-day option?  
The program will be about \$200 a week per child. This is inline with costs of other programs.
- What are the protocols in place if too many participants test positive for COVID-19?  
Staff has already been working with small groups of kids this summer in camps. The cohort size is limited, if there is an outbreak it will be isolated to the participants in the cohort. Staff will follow guidelines in place in the event of an outbreak.

The board discussed the possibilities of increasing the scholarship fund to help families with the cost of the childcare programs. Mr. Mercer explained that scholarship use is already up. He said recreation programs are already struggling and cautioned that depleting funds could result in the cancellation of other programs. He estimated the district would need an additional \$250,000 for the program in the short-term. Executive Director Horton added that it is difficult to increase subsidies when the district has laid off and furloughed a lot of staff. He said staff is now working to get funding from partners. The board mentioned that the foundation could help raise funds with the support of the board.

The board engaged in a conversation about getting too far out from the community expectation of the role of the district. The concept of the district running all-day childcare when schools are not willing to open and taking on the burden of subsidizing the costs may seem too far from the core mission (recreation, sports, therapeutic recreation, art) of the district. There was some concern that there is a distortion of responsibilities, but all agreed that the district should step up where it can to help solve this problem.

The board concluded that there is a need for a follow up conversation about funding and subsidy costs for childcare. The board requested that more information be gathered and brought back to the board in a special call meeting next Tuesday. Staff committed to work on getting more information in anticipation of a meeting next week, but was not certain that the information would be available by that time.

### 3. Clarification on District Direction for Mirror Pond – *Don Horton*

Executive Director Horton said the pandemic has postponed this discussion on the dredge at Mirror Pond. The district now needs to acquire the easements for the trail and bank project in Drake Park. He said the district received a grant earlier in the year and has been reviewed by the Oregon Park and Recreation Commission and the National Park Service will review the grant this fall. It is expected that a notice to proceed will be granted this winter. Once this notice is granted, the district has two years to spend the grant, giving the district a short window to finalize the last easements for the trail project.

Executive Director Horton gave some background on the resolutions that have been passed that impact this project. He said Resolution No. 430 addresses the needs to have the easement on Mirror Pond and Resolution No. 418 addresses the funds that will be provided toward the dredge in exchange for the easement at Mirror Pond. He said he would like the board to consider making a shift in the agreement. Executive Director Horton suggested that instead of making the \$300,000 contribution for the dredge, the district could use the money to purchase the easement over the pond. He spoke about the difficulties in appraising the value of the easement and if the same formula is used in the appraisals for the other easements, the cost would exceed the \$300,000 that has been allocated. He added that he does not advocate for the district to contribute any additional funds for the easement or dredge project. This would require an addendum to Resolution No. 430.

Executive Director Horton addressed questions about the need for easements over the pond for recreational use if the area is deemed navigable. He said that part of the river has not had a navigability study, applications were started for it in prior years, but the applications were not completed. He added that it will take years to get a study completed. He said with the easement, it would allow the public to use the pond in spite of it being under private ownership.

Executive Director Horton recommended that the district manage the dredge project to help the district manage summer crowds in the park. Managing the project will incur some staff costs for the district. If all the funding needed for the dredge is not raised, then staff would not have a project to manage.

Executive Director Horton said the draft MOU for fish passage needs to be reviewed by the board so that he can sign it and move forward. He said he would like to position the district to be a part of the conversation for fish passage. The board asked if the district should take ownership of Mirror Pond instead of an easement. Executive Director Horton said this has been discussed and ownership could cost too much for further maintenance and a prior board determined that long-term funding would need to be in place for the district to own it. The board asked about the costs of the other easements that the district has had to purchase for the trail project. Ms. Healy responded that the most expensive one was about \$75,000 for the easement with PacifiCorp. In total, about \$90,000 has been spent. The board asked if easements on the banks of Mirror Pond could be purchased instead of the entire pond. Executive Director Horton said that conversation has not happened because the district was interested in an assurance that the pond could be used recreationally.

The board agreed with staff recommendations and staff will move forward.

#### **CONSENT AGENDA**

1. Minutes – 07/21/2020

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

#### **BUSINESS SESSION**

1. Construction Contract Award for 15<sup>th</sup> Street Trail Bridge Project Award – *Brian Hudspeth and Jason Powell*

Mr. Powell talked about the bridge as a connector from Reed Market Road to Alpenglow Park and said it will provide broader connections to the Central Oregon Historic Canal Trail. The district advertised the project as a lump sum bid on June 28. A mandatory pre-bid meeting was held July 9 and 12 bids were opened and read July 30. Kirby Nagelhout Construction Company was the low bid and below the engineering estimate.

Mr. Powell said the staff recommendation is to award the bid to Kirby Nagelhout Construction Company.

***Director Méndez made a motion to authorize the executive director to award a construction contract to Kirby Nagelhout Construction Company, for construction of the 15<sup>th</sup> Street Trail Bridge for a total bid amount of \$349,947, and to approve an additional 10% construction contingency of \$34,995, for a total construction budget not to exceed \$384,942. Director Schoenborn seconded. The motion passed unanimously, 5-0.***

**EXECUTIVE DIRECTOR'S REPORT**

- Executive Director Horton thanked the board members that attended the SDAO board training and added that a recording will be made available.
- Next week is the CAPRA accreditation visit, it will be done virtually. He said Director Schoen is attending the visits and asked Director Méndez to attend as well. He said Michael Egging is leading the re-accreditation and the district is one of four agencies in Oregon that is accredited. He added that Director Schoen is a CAPRA visitor and assists with accreditation approval.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

- Director Schoen said the SDAO training was beneficial to attend and recommended that Director Méndez attend the Friday CAPRA review if he can only attend one.
- Director Schoenborn asked which four agencies are CAPRA accredited. Staff responded that Tualatin Hills, Hillsboro, Eugene and Bend are the accredited agencies in Oregon.
- Director Hovekamp said he did not intend to sound grumpy about the presentation given by Ms. Bodo and Mr. Stroud. He expressed some frustration with the way some things are handled with bare property that is being developed. He asked that his apologies be passed on.
- Director Kropf said he would like to see some protocol in place if ICE were to be on district property.

**ADJOURN:** 9:41pm

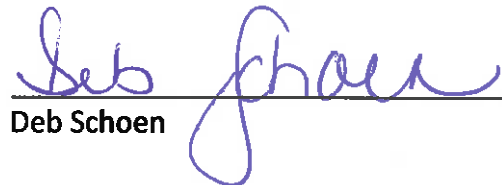


Prepared by,  
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