



## Board of Directors

October 5, 2021

District Office Building | 799 SW Columbia | Bend, Oregon



*A video of the entire board meeting can be viewed on the website:*

<https://www.bendparksandrec.org/about/board-meeting-videos/>

### **BOARD PRESENT**

Ariel Méndez  
Deb Schoen  
Zavier Borja  
Jason Kropf  
Nathan Hovekamp

### **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  
Rachel Colton, Park Planner  
Sasha Sulia, Superintendent of Park Operations  
Mike Duarte, Park Services Manager  
Jason Powell, Construction Manager

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

### **VISITORS**

Allegra Briggs: Ms. Briggs offered public comment on the CIP regarding Mirror Pond and dredging. She asked if the current board approved it and asked the board to remove it from the CIP.

### **WORK SESSION**

1. Park Services Update: Water Management – *Mike Duarte and Sasha Sulia*

Mr. Duarte reviewed the district property water use and explained that most sites are managed using smart controllers. He said the district receives water from seven different agencies/sources and shared the water management tasks.

Mr. Duarte spoke about how the district conserves water with design of properties with water retention areas, the use of good soil, native plants and use drought tolerant turf. He shared the

cultural practices that play an important role in water management: mulching, aeration, thatching, topdressing, slow release fertilizers (organic) and soil testing. He further explained the use of:

- Smart Controllers
- Weather Underground App
- Site weather stations
- Mapping (GPS)

Mr. Duarte addressed how the district handled the drought conditions by reducing consumption by 10%, prioritized areas and used back up sources (the Old Mill) when water was lost.

Ms. Sulia explained the Energy Cap utility tracking program that allows for the tracking of usage by park type and park features. She said the program helps to find leaks and allows staff to have an accurate picture of water use to ensure efficiency. She spoke about the water rights that the district has and the number of parks and acres with the rights.

## 2. River Plan – Summary of public input and recommended plan changes – *Rachel Colton*

Ms. Colton reviewed the public outreach, public comment summary and recommendations for the draft river plan. She explained the next steps of finalizing the plan and bringing it back to the board in November.

The board commended staff on the community outreach to the public.

## 3. Recreation Service Level Updates and ARPA Funding Request – *Matt Mercer*

Mr. Mercer updated the board on the receipt of a \$20,000 grant for scholarships from the Roundhouse Foundation. He said the district has also made the following requests:

- ARPA funds from the county for staffing
- City of Bend to enhance scholarships for childcare

Mr. Mercer gave an update on the staffing status for part-time and full-time staff. He shared that the district has added more full-time staff and is still struggling with hiring part-time staff particularly for Kids Inc. He said he has been able to move staff to add more kids to the program from the waiting list. He said he met with the new Bend LaPine Schools superintendent and he is interested in helping with some of the challenges with Kids INC and is supportive of future collaborations. He said there are a few ideas that are being explored.

Mr. Mercer spoke about outreach efforts for lifeguards through COCC and OSU which is helping with recruitment for daytime staff and the district has hired 2 full-time lifeguards. He said the district is still in need of instructors for various recreation positions and currently operating at 75% capacity at Juniper and looking to reopen additional hours at Larkspur.

## **CONSENT AGENDA**

1. Minutes: 09/07/2021

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

## **BUSINESS SESSION**

1. Approve Amendments to the 2022 – 2026 Capital Improvement Plan – *Michelle Healy and Brian Hudspeth*

Ms. Healy explained that there are some items on the Capital Improvement Plan that are large enough that staff wanted to bring to the board. Ms. Healy reviewed the following requested changes:

- Northpointe Park
- Big Sky Park Expansion: A grant was received from Visit Bend for Big Sky that would allow staff to develop parts of the bike park sooner than currently planned.
- River Plan: Staff would like to put out a request for proposal for Columbia Park, Millers Landing and McKay Parks to get a better understanding of costs to implement plans.

Ms. Healy also explained reimbursement SDCs, that allows the district to use additional funds that are more flexible and build more capacity.

***Director Hovekamp made a motion to approve the amended 2022-2026 Capital Improvement Plan. Director Schoen seconded. The motion passed unanimously, 5-0.***

2. Award Construction Contract – Big Sky Park Infrastructure – *Jason Powell*

Mr. Powell described the Big Sky Park and gave a history of the projects that are planned and that have been delayed due to the pandemic. He explained the grant funding that was secured and the bids that were solicited in August for the improvements that are currently planned: parking, pump track, skills and trials area, single track area and numerous elements for cyclocross. Two bids were received, the low bid was selected and a grant of \$350,000 was awarded. Mr. Powell proposed to move \$1,250,000 appropriated, but undesignated SDC funds from FY 2023-24 to FY 2021-22, remove \$350,000 in property tax funds from FY 2021-22, and add \$350,000 in grant funding to the FY 2021-22 CIP. With these changes the updated funding allocation is \$2,955,225.80.

***Director Kropf made a motion to authorize the executive director to award a construction contract to Deschutes Construction Corp. for the construction of the Big Sky Park Improvements for a total amount of \$2,504,827, and to approve an additional 13% construction contingency of \$325,628, for a total construction budget not to exceed \$2,830,455. Director Schoen seconded. The motion passed unanimously, 5-0.***

### 3. Naming Committee Selection – *Rachel Colton*

Ms. Colton said seven applications were received, six were eligible and five have been selected by a scoring of the board. Director Méndez said based on the policy five members have been selected from a high-quality pool of applicants. Ms. Colton presented the results as the following:

- Rebekah Averette
- Mike Berry
- Jane Dunham
- Thomas Fisher
- Carrie Ramos

***Director Hovekamp made a motion to appoint Rebecca Averette, Mike Berry, Jane Dunham, Thomas Fisher and Carrie Ramos to serve on the Bend Park and Recreation District’s naming committee for a term of four years, commencing October 2021 through October 2025. Director Borja seconded. The motion passed unanimously, 5-0.***

### 4. Approve Design Consultant Contract – Golf and Country Club Site Project 155 (neighborhood park) – *Brian Hudspeth*

Mr. Hudspeth described the neighborhood park site, funding source, budget and timeline with a planned opening of spring of 2024. He explained that a formal request for proposal (RFP) process was followed and a small committee chose the design consultant. He said a small parking lot will be included and staff is working with the city on a safe crossing across Parrell Road.

***Director Borja moved to authorize the executive director to negotiate and execute a professional services contract for Project #155 to Harper Houf Peterson Righellis Inc. with a cost not to exceed \$169,925.00, and to approve an additional 10% contingency of \$16,992.50, for a total design budget not to exceed \$186,917.50. Director Schoen seconded. The motion passed unanimously, 5-0.***

### **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Horton asked the board for two volunteers to serve on the personnel policy review committee. Directors Borja and Hovekamp volunteered.

Congratulations were expressed to Director Borja on his employment with the city of Bend and Director Méndez for his work on the trail connection through Coyner Trail to Bear Creek Elementary, the project has been approved by the school district in partnership with district staff.

**PROJECT REPORT** – In Board Packet

### **BOARD MEETINGS CALENDAR REVIEW**

#### **GOOD OF THE ORDER**

- Director Méndez announced that he and Director Schoen met with Executive Director Horton, and Councilor Kebler in effort to keep important projects going, they discussed homelessness and housing affordability. There are further plans to continue these meetings. He also commented on the death of Barry Washington and said things like this should not happen. He said as a board they are not set up well to make comments as a board and encouraged the

board to make personal statements. He made comments about his personal values that include inclusivity and non-violence.

- Director Borja said he has accepted a position with the city of Bend as a Community Relations Manager and looks forward to the work. He also commented on the tragic death of Barry Washington and agreed that putting out a statement as a board in a timely manner is difficult.
- Director Kropf said that Bend should be safe for all and the loss of Barry Washington’s life is a tragedy. He said this is reminder of how much work is still ahead of us to be an inclusive community.
- Director Hovekamp thanked the board for their comments. He commended staff on the amount of grants that are coming through and congratulated staff on their efforts.
- Director Schoen thanked Matt and his staff for all the creativity in trying to hire staff. She said recreation staff is exhausted, yet are still working to be creative to hire. She commented about the diversity, equity and inclusions sessions that she attended at the NRPA conference and said the park district needs to be open and welcoming to all.

**ADJOURN** 8:35 pm



Prepared by,

Sheila Reed  
Executive Assistant

---

Ariel Méndez, Chair

---

Deb Schoen, Vice-Chair

---

Jason Kropf

---

Nathan Hovekamp

---

Zavier Borja