



## Board of Directors

February 15, 2022

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

Jason Kropf

Zavier Borja

### **BOARD ABSENT**

Nathan Hovekamp

### **STAFF PRESENT**

Don Horton, Executive Director

Michelle Healy, Deputy Executive Director

Julie Brown, Manager of Communications and Community Relations

Kristin Donald, Administrative Services Director

Matt Mercer, Director of Recreation

Sheila Reed, Executive Assistant

Brian Hudspeth, Development Manager

Sasha Sulia, Superintendent of Park Operations

Roy Radcliff, Fleet Manager

Michael Egging, Recreation Services Manager

Becky Rexford, Rentals & Events Supervisor

Ian Isaacson, Landscape Architect

Justin Sweet, Business Analyst

Sue Boettner, Recreation Manager

### **LEGAL**

Paul Taylor: Bryant, Lovlien & Jarvis Attorneys at Law

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

### **STAFF INTRODUCTIONS**

Katy Aceto

Daniela Ahmed

Brian Hames

## VISITORS

None

## WORK SESSION

### 1. Park Services Report: Fleet and Equipment Program – *Sasha Sulia and Roy Radcliff*

Mr. Radcliff gave an overview of the fleet and equipment program. There are four technicians, 74 vehicles and 345 pieces of equipment. He explained that much of the district equipment is gas powered and the recent changes the department has made to electric equipment. He spoke about the benefits and challenges of changing to electric powered devices and included the associated costs and savings with electric equipment.

Mr. Radcliff said the goal is start a pilot program with a truck and trailer that is set up with electric power equipment, charging stations and solar equipment to assist in charging batteries.

### 2. Park Rentals – *Matt Mercer, Michael Egging and Becky Rexford*

Mr. Egging reviewed the staff and responsibilities of the rental events team. He reviewed the current policies in place:

- Community Special Events Admin Policy
- Park and Shelter reservations and permits admin Policy
- Concessions/Sales in Park and Facilities Admin Policy
- Business Operation in Parks and Facilities Board Policy
- Fee & Charges Board Policy

Ms. Rexford described the current policy limitations:

- Procedural based
- Does not define events
- Treats all events the same
- Limits which parks can host events and number events
- Administrative procedures
- Prescriptive: does not allow for reasonable staff discretion and flexibility

Mr. Egging explained the policy review process that includes input from staff, the board and stakeholders. Mr. Egging and Ms. Rexford reviewed the key changes to the proposed policy. This includes definitions, decision making criteria, and opportunities.

Mr. Mercer presented the cost recovery of events as fees for event rentals to recover a portion of administration, reservation costs and direct services provided. He said the fees do not include care and maintenance of parks, broader organization or capital costs. He reviewed the current cost recovery and proposed.

## **CONSENT AGENDA**

1. Minutes: 01/18/2022

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

## **BUSINESS SESSION**

1. Overview of Riverbend South Project with UDWC – *Ian Isaacson and Mathias Perle (20 min)*

Mr. Isaacson presented the background for the project. He described the location and explained why this stretch of the river was chosen as a high priority. He said that the project will provide restoration and access, he spoke about the funding for it and reviewed the design.

Mr. Isaacson spoke about the next steps that will be discussed tonight: alternative contracting, approve development agreement, permitting through fall 2022 and construction fall 2022 through spring 2023.

- 1a. Convene as the Local Contract Review Board to Conduct a Public Hearing and Approve Resolution No. 2022-01 - Class Public Improvement Alternative Contracting Method for River Projects with UDWC – *Justin Sweet and Brian Hudspeth*

Director Mendez opened the public hearing and convened the board as the local contract review board. There was no public comment and the public hearing was closed.

Mr. Sweet and Mr. Perle explained the alternative contract method and how it is conducted and the benefits for this project.

***Director Kropf made a motion a motion to adopt Resolution No. 2022-01 exempting a class of public improvement contracts to use the alternative contracting method of request for proposals for projects to restore, protect, or enhance upland, riparian, or wetland habitat and recreational use on District property along the Deschutes River, Tumalo creek, and adjacent trails completed in partnership with Upper Deschutes Watershed Council for multiple projects awarded through June 30, 2032. Director Borja seconded. The motion passed unanimously, 4-0.***

Director Méndez closed the contract review board and resumed the business session.

- 1b. Development Agreement for Riverbend South project with UDWC – *Ian Isaacson*

Mr. Isaacson reviewed the development agreement and said this is one of the agreements that will be conducted with the alternative contracting method.

***Director Borja made a motion to authorize the executive director to negotiate and sign a development agreement with the Upper Deschutes Watershed Council to construct the Riverbend South Access & Restoration Project. Director Schoen seconded. The motion passed unanimously, 4-0.***

2. Approve Temporary Construction Easement and approve additional Right-of-Way dedication for Pahlisch/Pine Nursery – *Brian Hudspeth*

Mr. Hudspeth showed a map of the location of the needed temporary construction easement to house public utilities near the right of way dedication needed for a new roundabout.

***Director Schoen made a motion to further the purposes of the development agreement, the board finds that an additional 3,725 square feet of district property at the northeast corner of Deschutes Market Road and Yeoman Road is not needed by the district for public use and that dedication of that property to improve pedestrian access to Pine Nursery Park will further the public interest. I hereby move to authorize the Executive Director to dedicate the additional 3,725 of park land for that purpose. Director Borja seconded. The motion passed unanimously, 4-0.***

***Director Borja made a motion to authorize the executive director to negotiate and execute a temporary construction easement with Pahlisch Homes at Petrosa Limited Partnership for development of a new roundabout at Deschutes Market and Yeomen Roads. Director Kropf seconded. The motion passed unanimously, 4-0.***

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Horton asked for two board members to volunteer to serve on the benefits committee, Directors Kropf and Méndez volunteered. He asked the board to consider resuming in person meetings in April with the removal of the mask mandate.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

Director Borja said he is always impressed with the staff presentations. He added he always enjoys reading emails from the community.

Director Kropf said it feels good to talk about in person meetings again.

Director Schoen announced that the Art in Public Places has selected an art piece for Alpenglow and will be announced soon. She said the outreach for the art selection at Larkspur provided a lot of comments for the art finalists. She also mentioned high engagement from students at Caldera High School.

Director Méndez, mentioned that the city completed street repairs along Harmon and disrupted some lawn. He wondered if this could be replaced with something that needs less water. Director Méndez asked if hours for vaccinated and unvaccinated could be established in facilities once the mask mandate is lifted. He mentioned that he and Director Schoen have met with city councilors and discussed issues that the city and district could partner together: trails, COID property and SDC tiered approach.


**ADJOURN 7:57 pm**



Prepared by,

Sheila Reed  
Executive Assistant

  
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Ariel Méndez, Chair

  
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Jason Kropf

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Zavier Borja

  
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Deb Schoen, Vice-Chair

  
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Nathan Hovekamp

