



Board of Directors

May 2, 2023

District Office Building | 799 SW Columbia | Bend, Oregon

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A video of the entire board meeting can be viewed on the website:
<https://www.bendparksandrec.org/about/board-meeting-videos/>

BOARD PRESENT

Deb Schoen
Nathan Hovekamp
Jodie Barram
Donna Owen
Zavier Borja

STAFF PRESENT

Don Horton, Executive Director (virtual)
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, Assistant to the Executive Director
Brian Hudspeth, Development Manager
Mike Duarte, Park Services Manager
Trip Freeman, Landscape Crew Supervisor

Director Schoen opened the meeting with a statement in remembrance of Ben Murphy.

VISITORS

Arlo Varri: Mr. Varri advocated for a connection to the forest service land via a footbridge. He asked the board to make some progress on this project and said the voters approved it and more people are in favor of it than against it.

WORK SESSION

1. Park Services Update: Water Use – *Mike Duarte and Trip Freeman*

Mr. Duarte reviewed the district irrigation information. He said 195 of 3,055 district owned acres are irrigated turf and landscape, 65 have automatic irrigation systems, 60 use smart controllers. He reviewed the water sources, rights and well sites. He explained that water use is monitored monthly through an Energy Cap software program.

Mr. Duarte said that water conservation begins with good design and cultural practices. Mr. Freeman spoke about the benefits of smart controllers. He said all new parks are built with smart controllers.

and some parks have been renovated and equipped with weather stations. They are easy to use and requires little staff time to train. Controllers calculate how much time the water needs to run in each park and added that parks throughout town have different needs due to the microclimates.

Mr. Duarte reviewed community parks use of water and how it varies from year to year. He said future goals include: staying current with technology, Energy Cap tracking software (more advanced), identifying opportunities to increase irrigation efficiency, employee training, and to continue a relationship with city of Bend's water conservation department.

2. Food and Beverage Operations – *Matt Mercer*

Mr. Mercer said the district has had food and beverage operations for several years. They are small in scale and not very profitable. He said the timing is right to develop the food and beverage program, with the goal to enhance the experience of the patrons with healthy food and snacks.

Mr. Mercer said he believes that food and beverage sales should generate revenue and the profits will be used for more scholarships. He added that there is contemplation of offering some services in parks.

The board offered comments about offering healthy options, options for dietary restrictions and sustainable packaging.

Mr. Mercer said the first year to launch operations will cost the district about \$70,000. The budget reflects a cost of \$460,000 the first year with a prediction of \$390,000 of revenue earned. The costs will include staff, equipment and startup expenses.

CONSENT AGENDA

1. Minutes: 04/04/2023

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

BUSINESS SESSION

1. Adopt Resolution No. 2023-03 – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2023 – *Kristin Donald*

Ms. Donald explained the background for the System Development Charges (SDC) fee schedule adjustment. She said the fee is adjusted annually based on the cost of land and construction. This year the SDC fee increase is recommended at 11.44%.

Director Hovekamp made a motion to adopt Resolution No. 2023-03, Adopting a Fee Schedule for System Development Charges effective July 1, 2023. Director Borja seconded. The motion was approved unanimously, 5-0

2. Approve Resolution No. 2023-04 Adopting Fund Balance Policy – *Kristin Donald*

Ms. Donald gave a background on the fund balance reserve fund. She explained that it is critical for district financial stability and flexibility. It reserves aid to allow for response to unexpected expenses and is a factor for bond ratings.

Ms. Donald explained that Government Finance Officers Association (GFOA) best practices recommends a risk analysis and at a minimum that general purpose governments maintain unrestricted budgetary fund balance in their general fund of no less that two months of regular general fund operating revenues or regular general fund operating expenditures. Then based on the following risk factors the following can be determined:

- Appropriate level
- The predictability of its revenues and the volatility of its expenditures
- The potential drain upon general fund resources from other funds
- The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds
- Commitments and assignments

GFOA best practices recommend policy use and replenishment:

- Define the time period within which and contingencies for which fund balances will be used;
- Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
- Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished

Ms. Donald recommended that the board adopt this resolution establishing a fund balance and reserve policy that allows for the risk analysis to be done each budget year, to determine the fund balance reserve needed for the annual minimum and any needed additional fund reserves.

Director Borja made a motion to adopt Resolution No. 2023-04, Adopting a fund balance and reserve policy effective July 1, 2023. Director Barram seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton asked Director Hovekamp to report on the fish passage committee. Director Hovekamp shared information on the designs under consideration and reported that last week the final recommendation is the natural look fish passage. He said the next steps include a joint meeting with the district board and city council and exploring funding options.

Executive Director Horton reported that at the Riverbend dog park, a large rock became dislodged and injured a patron and his dog. Staff evaluated the site this morning and is bringing in additional rocks to help stabilize the area to prevent further issues. The injured person may file an insurance

claim requesting district responsibility. The area will be closed for the rock work that will begin tomorrow.

He reminded the board that the budget committee will meet May 23rd, a second meeting is scheduled in case a second day is needed on the 25th.

The city is creating a tree preservation committee to discuss the tree ordinance. The district has been asked to participate and he invited board input.

Sunday was the anniversary of the death of Ben Murphy at the surf wave. The wave shapers flattened the wave in his honor Sunday morning and many surfers came to pay their respects. A plaque has been installed on the island in Ben's honor.

PROJECT REPORT

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER


- Director Owen said she attended the Riverbend Project celebration and congratulated staff and partners on the successful completion of the project.

ADJOURN 7:32 pm



Prepared by,

Sheila Reed
Executive Assistant



Deb Schoen, Chair



Nathan Hovekamp, Vice-Chair



Donna Owens

Zavier Borja



Jodie Barram