



## **CONSENT AGENDA**

1. Minutes: 6/14/2023
2. Minutes: 6/20/2023

***Director Owens made a motion to approve the consent agenda. Director Hovekamp seconded. The motion was approved unanimously, 3-0.***

## **BUSINESS SESSION**

1. Elect Board Chair and Vice-Chair

***Director Owens made a motion to nominate Nathan Hovekamp to serve as chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2023-2024. Director Schoen seconded. The motion was approved unanimously, 3-0.***

***Director Owens made a motion to nominate Jodie Barram to serve as vice chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2023-2024. Director Hovekamp seconded. The motion was approved unanimously, 3-0.***

2. Appoint Board Secretary

***Director Owens made a motion to appoint Don Horton, executive director, to serve as executive secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2023-24. Director Schoen seconded. The motion was approved unanimously, 3-0.***

3. Appoint Legislative Liaison

***Director Hovekamp made a motion to appoint Deb Schoen, to serve as legislative liaison for the Bend Park and Recreation Board of Directors for fiscal year 2023-24. Director Owens seconded. The motion was approved unanimously, 3-0.***

4. Approve board meeting dates and time

***Director Schoen made a motion to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning a 5:30 pm with a work session at 5:30 p.m., unless otherwise noticed, and a business session following the work session. Director Owens seconded. The motion was approved unanimously, 3-0.***

5. Discovery West Art Corridor – Henry Stroud and Romy Mortenson Brooks Resources

Mr. Stroud gave some history of the project with Brooks Resources in the Discovery West development. He showed a map of the planned parks and trails. He said ten acres of the land is already developed as parkland and open to the public with another 18 acres coming to the district soon. Brooks Resources would like to develop an art corridor along the trail in the development. Ms. Mortensen explained more about the neighborhood, stating that 18 streets in the neighborhood have been named for women of discovery. She shared the art installations that are already there and explained the plans for the art along the corridor. She discussed the funding strategy of grants, developer contribution and in-kind district donation.

**Director Schoen made a motion in support of the Discovery West Art Corridor proposal and to approve up to four public art gifts from NWX2 LLC to the Bend Park and Recreation District. Director Owens seconded. The motion was approved unanimously, 3-0**

6. Naming Committee Member Appointment – *Rachel Colton*

Ms. Colton said staff recruited in the community for the position on the Park Naming Committee. Two applications were received, and scored individually by the board with Robin Vora selected to serve on the committee.

**Director Schoen made a motion to appoint Robin Vora to serve on the Bend Park and Recreation District's naming committee for the completion of an existing term through October 2025. Director Owens seconded. The motion was approved unanimously, 3-0.**

7. Approve Amendment to Professional Services Contract for MMC River Access Project – *Ian Isaacson*

Mr. Isaacson said this project is a phased approach and in phase two, with amendments to design, preferred concept designs, data collection, initial meetings with regulatory agencies and begin design plans for upgrading of the Gilcrest Footbridge. He spoke about the reasons for the phases of the projects and the advantage of phases for grant funding cycles.

He reviewed the work completed in phase one and where staff is in phase two, which is in process and will be completed August 2023. Next he discussed phase three and the focus of the tonight's topic, amendment #2 to design contract. Phase three also includes:

- 60% design development
- Ordinary high water mark delineation
- Joint removal-fill permit application
- City of Bend Waterway Overlay Zone (WOZ) permit application
- 90% design development

Mr. Isaacson said staff recommends that the board approve contract amendment #2 with Environmental Science Associates, including the additional 10% contingency to complete the third phase of design for the McKay, Miller's Landing and Columbia Parks River Access Project. He said to date, the district has been awarded just over \$240,000 in grant funding from three separate sources.

**Director Owens made a motion authorize the executive director to negotiate and execute amendment #2 to the contract with Environmental Science Associates for the McKay, Miller's Landing and Columbia Parks River Access Project in an amount not to exceed \$174,696 and to approve an additional contingency amount of \$17,470, for a revised total design budget not to exceed \$415,166. Director Schoen seconded. The motion was approved unanimously, 3-0.**

## 8. Approve Gifts Policy – *Julie Brown*

Ms. Brown reviewed the updates in the policy including the addition of bench and picnic table dedications, the change in the value of gifts that require board approval, added donation of artwork section and added donation of consumable goods section.

She explained the dedications are allowed on existing benches or picnic tables, there are about a dozen a year and the fees cover the direct costs for the plaque and labor plus \$1000 for the district scholarship fund.

Ms. Brown said the policy required board approval for gifts valued over \$5,000, the policy has been updated to \$25,000 with approval from the executive director. Art and consumable goods were also added, including large donations from Art in Public Places and smaller consumable goods that are donated to art programs.

***Director Schoen made a motion to adopt the Gifts and Dedications Policy as presented and to abolish the board-approved 2011 Gifts Policy. Director Owens seconded. The motion was approved unanimously, 3-0.***

## 9. Executive Director Recruitment – *Nathan Hovekamp*

Director Hovekamp led a discussion about the process for recruiting the next executive director due to the retirement of Don Horton in the fall of 2024. He referenced materials that were emailed to the board at the request of the board chair and vice chair stating the advantages and disadvantages of the types of recruitment and staff comments from internal meetings with the board chair and vice chair. He reviewed the three options of direct appointment, internal recruitment and an external search (national recruitment). Director Hovekamp shared his thoughts on the options and said he is leaning toward an internal recruitment and if necessary a full national search. He shared Director Barram's thoughts in her absence from a prior conversation and relayed that Director Barram has said she would be comfortable with a direct appointment or internal recruitment. Director Schoen shared some of her experiences with recruitment and said would like to conduct an internal recruitment. She added the comments from staff further reinforced this decision. Director Owens indicated that she is just listening and will need more time with the materials.

Ms. Albert said she has full confidence that the district human resources department can conduct any kind of recruitment the board chooses.

Director Owens asked Ms. Albert to build a timeline for the recruitment. She also suggested to the board to include the public in the conversation. Director Hovekamp asked Director Schoen to take the lead on the director recruitment and working with staff.

***Director Hovekamp made a motion to appoint Director Schoen as lead for the executive director search. Director Owens seconded. The motion was approved unanimously, 3-0.***

**EXECUTIVE DIRECTOR'S REPORT**

- Executive Director Horton said the Deschutes River has been selected as a Leave No Trace River this year.
- He shared a photo of a person that came into one of the district facilities with a vest with weapons, he said staff was able to remove him from the facility, but this is an example of some of the issues that staff is dealing with. He added that this is a growing problem that will require board support with policy.
- OPRA conference is in November, let Sheila know if you would like to attend.
- Ebike committee is trying to work on legislation and ORPA is interested in this topic for consistency in laws for the state.
- He said he spoke to Nick Lelach at the county about Worrell Park, the commission is not going to give the park to the district, but they do have some funds to make it more accessible. He said the district can help serve as a watchdog for parkland as in this case when the ORS was pointed out that the park use could not be changed without public approval.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR**

**GOOD OF THE ORDER**

- Director Owens said she enjoyed handing out popsicles at the Fourth of July, she thanked Director Schoen for her service as board chair.
- Director Schoen said the Fourth of July event is super and the public is so happy as is the staff. She said it is energizing to work the event. She added the lifeguard staff at Juniper are amazing and said it is fun to see the Jr. Lifeguards at work too. She commended the Leave No Trace designation for the river and mentioned the great work of Loot the Deschutes. She said she is grateful to be a part of the ebike committee and said the committee wants to hear from other people too.
- Director Hovekamp thanked Director Schoen for her leadership as chair. He thanked Director Barram for taking on vice-chair and thanked the board for their confidence in him as the new chair.

**ADJOURN** 7:52 pm



Prepared by,

Sheila Reed  
Executive Assistant

  
Nathan Hovekamp, Chair

  
Jodie Barram, Vice-Chair

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Donna Owens

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Zavier Borja

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Deb Schoen

