



Board of Directors

January 16, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



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

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

BOARD PRESENT

Nathan Hovekamp

Donna Owens

Deb Schoen

Jodie Barram

BOARD ABSENT

Zavier Borja

STAFF PRESENT

Don Horton, Executive Director

Michelle Healy, Deputy Executive Director

Matt Mercer, Director of Recreation

Sheila Reed, Assistant to the Executive Director

Henry Stroud, Planner

Rachel Colton, Planner

Sasha Sulia, Superintendent of Park Services

Mike Duarte, Park Services Manager

Zara Hickman, Natural Resources Manager

Justin Sweet, Contracts and Risk Administrator

Brian Hudspeth, Development Manager

Kristin Toney, Administrative Services Director

Julie Brown, Manager of Communications and Community Relations

VISITORS

David Boltz: Mr. Boltz advocated for the South UGB bridge connection to the forest service land. He said he would be able to walk from his house to access the national forest trails and avoid traffic in town. He said as an environmentalist, he disagrees with those opposed to the bridge for environmental reasons.

Brian Dunning: Mr. Dunning advocated for the South UGB footbridge. He said he would love to have access to the trails without a 25 min drive. He said the opposition is NIMBYism under the guise of environmentalism.

WORK SESSION

1. Integrated Pest Management – *Mike Duarte and Zara Hickman*

Mr. Duarte said integrated pest management uses effective and multi-faceted pest control strategies, it is cost effective, sustainable and minimizes the negative impact on the environment and human health.

Ms. Hickman explained how the program works, describing prevention, monitoring, mechanical practices and control. Mr. Duarte gave some examples of the program that include: using more native disease resistant plant materials in the design, using non-irrigated areas to discourage weeds, removal of noxious weeds and employing best practices with turf care.

Ms. Hickman spoke about hand pulling weeds and spray application. She said some weeds cannot be pulled effectively and staff must evaluate and take into consideration various elements to make that decision. She reviewed natural area weed control with the goal of promoting and protecting plant native species. She explained that weed control aids in fire prevention and reviewed noxious weeds regulations.

Mr. Duarte said the state offers a Pesticide Applicators License and although it is not required by the state, the district does require it. He reviewed the herbicide types that are used and when they are used and Ms. Hickman covered the alternatives including organized weed pulls and the use of goats.

Ms. Hickman said some of the staff challenges includes public misperceptions on what is district property, different standards for other property owners, landscaping trends and ongoing disturbance of the land due to construction. They each explained the statistics of applications and spraying methods used in developed landscapes and the natural resources and trails department, showing minimal use of product for the acreage served.

Director Owens asked if spray applications are employed when pollinators are still active. Ms. Hickman replied that the products are used when pollinators are least likely to be out; when pollinators are active, staff is hand pulling the area.

2. 2024 Strategic Plan Development Approach – *Rachel Colton*

Ms. Colton explained the data that she has reviewed to collect information to drive the approach to creating the new strategic plan. She said she used information from sources such as the comprehensive plan, various surveys, recreation annual report, district policies and action plans, and district mission, visions and values. She introduced her tasks including a review of the data and key actions, staff and board feedback from surveys and focus groups, develop outline of the plan, draft the plan and finalize and approval of plan by early fall.

She said the next steps are to complete the data review, conduct staff surveys and focus groups and board workshops with updates to the board along the way. She added that the current plan sunsets June 2024.

3. Trail Planning Update – *Henry Stroud*

Mr. Stroud said his presentation is high level and an overview of the plans for trails for the district. He discussed the ways that trails are developed by the district, the city, through development and other projects. Currently there are 122 miles of trails in the district boundary and 88 miles are maintained by the district.

Mr. Stroud listed the most recent accomplishments of district trails:

- New trail maintenance and operations division
- Drake Park trail improvements and boardwalk
- Riverbend Park trail and access improvements

Next Mr. Stroud gave the following updates on the trail projects:

North Unit Canal Trail

Progress is being made to connect Canal Row Park to Fieldstone Park in Petrosa, there are challenges with spillways, topography and easements.

Manzanita Trail and Outback Trail

Trails are planned to connect Shevlin Park to Discovery Park. Part of the trail is paved and lighting has been installed. The Manzanita trail will grow as the housing developments continue to build.

Big Sky to Larkspur Connector Trail

Not a district project, connects Pilot Butte State Park to Big Sky Park. This is funded through the city's transportation plan. The intention is a path at least on one side of Neff Rd.

Deschutes River Trail (DRT) – North

Extend the DRT from the terminus through to Riley Ranch. Some easements exist, but still need to negotiate two more easements to get the trail.

Deschutes River Trail (DRT) – Riverfront Street

In partnership with the city of Bend. The city has selected a design consultant for designs complete by summer of 2025.

Deschutes River Trail (DRT) – South

Last gap on the DRT pending agreement with COID to reopen the trail on their property with signage provided by the district. Completion of the trail further south would require a footbridge to connect to the forest service land across the river.

CO Historic Canal Trail – American Lane to Hansen Park

There are two gaps to this trail at Nottingham Square and Ferguson to 27th Street. The Nottingham Square HOA is resistant to the easement. Canal areas on Ferguson are individually owned by each property owner. Easement acquisition is a challenge to complete this section.

Mr. Stroud reviewed the city's plans for improving the trail up Mt. Washington and the connection that crosses Archie Briggs. He added that the district would like to incorporate BPRD trails in the city's low stress network and county transportation system plan (TSP).

CONSENT AGENDA

1. Minutes: 01/02/2024

Director Schoen made a motion to approve the consent agenda. Director Barram seconded. The motion was approved unanimously, 4-0.

BUSINESS SESSION

1. Public Hearing - Amended Public Contracting Rules – *Justin Sweet*

Director Hovekamp opened the public hearing for public comments, there were none and the public hearing was closed.

Mr. Sweet summarized the agenda item He said the contracting rules for the state have been updated with some recent changes. The changes have been included in the resolution and consist of:

- Executive Director contract approval authority from \$120,000 to \$250,000
- Removes unnecessary restatement of administrative rule to keep the rules in alignment with administrative rule as they are changed
- Updated class special procurements which better reflect the district/s current needs and the marketplace.

The board asked why staff wants to make these changes now. Mr. Sweet said this is a formal review of the policy that is done every five years and the changes reflect state law changes. Executive Director Horton explained to the board that just because he has the authority to approve projects does not mean that they won't come before the board, especially if it is board interested or there is community interest.

Director Schoen made a motion to adopt Resolution No. 2024-01 amending and restating the district's public contracting rules. Director Barram seconded. The motion was approved unanimously, 4-0.

2. Riverfront IGA amendment – *Henry Stroud and Brad Tower*

Mr. Stroud said he is seeking an amendment to the intergovernmental agreement (IGA) between the district and the city for the Riverfront project. He gave some background on the project and the agreement terms including that each agency agreed to fund 50% of the design costs. Mr. Tower gave an overview of the scoring criteria for selection of Harper Hough Peterson Righellis Inc. (HHPR). He said the city finalized the project scope and would like to award the contract to HHPR for \$683,684 which exceeds the initial estimation of \$500,000, staff from both agencies have reviewed and recommend the contract

Mr. Stroud explained the proposed amendment as:

- Increase district's initial allocation from \$253,000 to \$346,750.
- Change design completion date to October 2025.
- Update estimated construction costs to \$3-5 million.
- Clarify that the city's design portion will be funded with a \$325,945 grant and \$20,805 from street preservation funds.
- Clarify that future funding contributions for construction will be contingent upon approval by the district or the city.

Mr. Tower spoke about the timeline. He said the design is scheduled Feb. 2024 - Summer 2025 and will include

- Data collection
- Alternative Analysis
- Utility Coordination/Final design

He added that construction will be determined based on available funding.

The board asked questions about some of the language in the original IGA and asked who would determine the alternative analysis. Mr. Tower responded that there will be decisions made with the consultant, but ultimately the decision will be up to the city with input from the district as directed by the IGA.

The board made some suggested amendments to the IGA and asked for an opportunity for joint final approval. Mr. Tower said the direction will be provided formally by the city, but with partnership input along the way. Mr. Stroud replied that the initial IGA does ensure that the city brings design phases to the district and those can be brought to the board. Director Hovekamp proposed that the board see alternative phase designs, Mr. Stroud confirmed that is the intention. Mr. Tower explained the difficulty in further changing the IGA tonight due to the vote going before the city council tomorrow.

Director Hovekamp said he is likely to vote no on this amendment to try to gain more authority over the final approval for the good of the public process. Director Owens said she thinks the language is there (in the IGA) to assure that the district board will get opportunity for review.

Director Schoen made a motion to authorize the executive director to finalize and execute Amendment 1 to the Intergovernmental Agreement for the Riverfront Street Improvements project with the city of Bend. Director Barram seconded. The motion was approved, 3-1 director Hovekamp voted against.

3. Accept Pickleball Lights donation – Matt Mercer

Mr. Mercer said the Pickleball Club has raised the funds for lights on the existing courts at Pine Nursery that district staff will install. The amount raised for the lights is over the dollar amount for gifts that district staff can receive without board approval.

Director Owens asked about the type of lighting and concerns about light pollution. Ms. Healy said the district will make every attempt to be dark sky compliant. She added that the lights will be seen, but staff will mitigate the light emitted as best as possible.

Director Barram made a motion to accept the gifts and donations for the purpose of purchasing and installing lights at the pickleball courts at Pine Nursery Community Park. Director Schoen seconded. The motion was approved unanimously, 4-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton shared the following items:

- He passed out a photo of some vandalism that occurred in the tunnel at Skyline Ranch crossing. He said the paint caused enough damage that the artist will have to be called back in to help repair.
- The city is holding a public hearing on adopting the new SDC methodology. Staff will send a letter in addition to the letter already sent by the board.
- The school district has adopted approval for the city to give the MUPTTE approval to projects in the TIF area. He asked the board their thoughts on approving MUPTTE developments that fall outside of the TIF. Director Hovekamp said a response from the city to the letter written would influence his opinion. Director Schoen said she would be hesitant to approve outside of the TIF since this board has no say over the ones inside the TIF, but needs more time to consider. Director Owens agreed that she needs more time too. Director Barram said she would like to have more conversations with the city about the program and would like to see some changes.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Owens thanked staff for all the snow removal and keeping facilities open for patrons during the snowy weather. She said that she doesn't think the board needs to make decisions on the South UGB bridge based on conveniences.
- Director Schoen commented on staff keeping facilities and classes going and snow removal.
- Director Barram also commented on the staff and the impressive work they did during the cold snap. She also mentioned the executive director search. Director Hovekamp recapped the recruitment process and spoke about the candidate that has been chosen. Director Barram thanked Directors Hovekamp and Schoen for their thorough work on this process and she thanked Michelle Healy, the chosen candidate.

The board discussed a motion to move forward on the executive director hiring process.

Director Barram made a motion name Michelle Healy, as the top candidate chosen for the executive director position with details to be worked out. Director Hovekamp seconded. The motion was approved unanimously, 4-0.

Ms. Healy thanked the board and said she is looking forward to the position.

- Director Hovekamp asked if administrative and board policies could be more accessible to the public.

ADJOURN 9:45 pm



Prepared by,

Sheila Reed
Assistant to the Executive Director


Nathan Hovekamp, Chair


Jodie Barram, Vice-Chair


Donna Owens

Zavier Borja


Deb Schoen

