



Board of Directors

April 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
Cary Schneider

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Matt Mercer, Director of Recreation
Kristin Toney, Administrative Services Director
Julie Brown, Manager of Communications and Community Relations
Sheila Reed, Assistant to the Executive Director
Brian Hudspeth, Development Manager
Kim Johnson, Community Engagement Supervisor
Sasha Sulia, Superintendent of Park Services

VISITORS

Justin Gottlieb: Mr. Gottlieb shared some of his personal history with the district and said the district has helped him through some very tough times. He advocated for the homeless population in Bend and offered to organize the community to pick up trash along the river.

WORK SESSION

1. Volunteer Update – *Kim Johnson*

Ms. Johnson said the month of April celebrates volunteers. She said she tracks annual volunteer hours for the district, the 2023 data is as follows:

- 1274 volunteers
- 44,949 hours contributed
- 22 FTE
- Total varies annually with current district needs, opportunities offered and reporting by volunteers

She said volunteer engagement supports recreation programs and activities, park and trail maintenance and stewardship, events and special projects and organization oversight and fundraising. She explained that volunteers are made up of adults and teens and highlighted areas of contribution around the district.

2. SDC Annual Index – *Kristin Toney*

Ms. Toney said staff is looking at making some changes to the district system development charges (SDC) fees. She gave a background on the SDC schedule explaining that an adjustment becomes effective on July 1 of each year. She reminded the board that the SDC methodology adopted in 2019 allows the district to charge SDC fees for single-family and multi-family by tiers and the city collects these fees for the district.

Ms. Toney reviewed the city's plans to update their SDC methodology with a tiered approach. She recommended that the district align the single-family tiers to the city's to aid in billing and consistency. She also recommended the district remove the multi-family tiers and use the average to align with feedback from the city's engagement efforts and align with the new city methodology.

She reviewed the next steps and asked the board for feedback. The board asked questions about the current methodology and why the district would choose to change. Ms. Healy explained that changing the way the district collects SDC fees to align more with the city creates more consistency for developers to understand the tiered fees. She added that there is not a big impact to the district and it is easier for the city to charge a flat rate. She said the city did a lot of outreach in the community and developed their tiers based on the feedback.

Director Hovekamp inquired about the city's current charge to the district for collecting SDC fees. Ms. Toney clarified that the fee stands at 1.6%, and the city plans to review and potentially revise this fee. Additionally, Director Hovekamp suggested that the city examine the fee with the alignment of the tiers and the fee structure to help facilitate the district's participation in the waiver program.

CONSENT

1. Minutes: 4/2/2024
2. Approve Health Insurance Contract

Director Schoen made a motion to approve the consent agenda. Director Owens seconded. The motion was approved unanimously, 4-0. Director Schneider abstained from the vote since he was not part of the last meeting for the minutes.

BUSINESS SESSION

1. Appoint Budget Committee Member

Director Hovekamp said that a small number of applications were received for the budget committee and asked the board how they would like to proceed. The board decided to elect the top candidate for the vacant budget committee seat.

Director Schoen made a motion to appoint Abigail Schneider to the budget committee for the Bend Park and Recreation District. Director Schneider seconded. The motion was approved unanimously, 5-0.

2. Approve Boyd Acres Shop project design consultant – *Bronwen Mastro*

Executive Director Horton gave a brief overview of the shop project and said he is excited about this project. Ms. Mastro said this project is below the monetary level of the executive director's signing authority, but wanted to bring to the board as a smaller piece to a larger project. Ms. Mastro gave the background of this facility that is being purchased from the city and said the district is assuming property ownership at the end of 2025. She reviewed the project timeline and explained the work that staff has already completed.

Ms. Mastro showed pictures of the existing conditions of the building and the conceptual program for modifications to accommodate the district use best. She shared the project budget and explained that the property value was assessed at the start of this project and there is a 10% collar on the price, explaining that the final sale price can only go up or down by 10% depending on market conditions.

Ms. Mastro explained that the district is planning to keep the current shop as well to make travel to parks more efficient by maintaining an east and west shop location.

Director Owens made a motion to authorize the executive director to negotiate and execute a professional services agreement for the Boyd Acres Park Services Complex Professional Design Services contract with Stemach Design + Architecture with a cost not to exceed \$34,900, and to approve a 10% design contingency of \$3,490 for a total phase one design budget not to exceed \$38,390. Director Schoen seconded. The motion was approved unanimously, 5-0.

3. Approve Fiscal Policies – *Kristin Toney*

Ms. Toney explained the background of the fiscal policies that set the basic framework for overall financial management of the district, stating that the board is responsible for adopting all new and revised district financial policies.

She said staff has completed the task of reviewing and updating the policies, related procedures and definitions. The revisions combine board and administrative policies, updates acronyms, updates fund balance and reserve policies. She showed a slide of the revised policies for approval.

Director Schneider made a motion to adopt the Board Financial Policies Sections 1 through 15. Director Owens seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

- Executive Director Horton said Joanna Edwards completed the ORPA Leadership program and did a capstone project on electric equipment that will be brought to the board at a future meeting. He said she was asked to team up with Portland Parks to do a presentation at the ORPA conference.
- He shared that staff will host an outreach session on Thursday for the Riverfront design project at 5:15 pm.
- He said the next fiscal year budget is looking good and will be presented to the budget committee next month.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Schneider thanked the board for the opportunity to serve on the board. He said he played a small part at the marathon on Sunday and shared that district staff was working nearby and helped some runners get back on track that were going the wrong direction
- Director Owens noticed in the Source neighborhood issue that every neighborhood except for one mentioned parks as an asset to their neighborhood.
- Director Schoen said she saw Julie on TV explaining the importance to going on the waitlist for district programs and expressed her appreciation for her efforts.
- Director Hovekamp welcomed Director Schneider to the board and shared some encouraging words.

ADJOURN: 7:22 pm



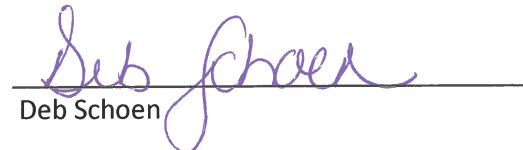
Prepared by,


Sheila Reed
Assistant to the Executive Director


Nathan Hovekamp, Chair

Jodie Barram, Vice-Chair


Donna Owens


Deb Schoen


Cary Schneider