

Director Schoen made a motion to nominate Donna Owens to serve as vice chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2024-2025. Director Schneider seconded. The motion was approved unanimously, 4-0.

2. Appoint Board Secretary

Director Owens made a motion to appoint Michelle Healy, executive director, to serve as executive secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2024-25. Director Schoen seconded. The motion was approved unanimously, 4-0.

3. Appoint Budget Officer

Director Schneider made a motion to appoint Kristin Toney, director of administrative services, to serve as budget officer of the Bend Park and Recreation District Board of Directors for fiscal year 2024-25. Director Owens seconded. The motion was approved unanimously, 4-0.

4. Appoint Legislative Liaison

Director Schoen made a motion to appoint Nathan Hovekamp, to serve as legislative liaison for the Bend Park and Recreation Board of Directors for fiscal year 2024-25. Director Owens seconded. The motion was approved unanimously, 4-0.

5. Approve board meeting dates and time

Director Owens 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 Schoen seconded. The motion was approved unanimously, 4-0.

6. North Unit Canal Trail – Phase 1 Property Acquisition – Henry Stroud

Mr. Stroud said the North Unit Canal Trail is a high priority project in the Comprehensive Plan. He said the North Unit Canal trail is in NE Bend and runs along the canal. He showed a map of the area and explained the current trail and the intended trail expansion. He said there is a long history of established use of the trail and the trail counters show high usage with more use anticipated based on the building of surrounding neighborhoods in the area.

He spoke about the history of the trail as a longtime district goal. He pointed out that staff has reached out to the public as recently as 2022, design and engineering work began in 2022 and developed to 60%, and now staff is working on the right of way acquisition that began in 2023.

He explained the easement acquisitions, describing the surrounding properties as remnant properties with multiple potential interest holders, he said there are no structures in the easement area and the land is not buildable. He explained the easements needed and the widths in specific areas. He said the resolution before the board contains the following:

- Legal descriptions
- Declares public need for the easements
- Authorizes the executive director to direct district staff and agents to pursue acquisitions
- Authorizes condemnation if mutual agreement cannot be reached (to only be used as a last resort)

The board asked about the condemnation process. Mr. Stroud said an offer is made to the land owners based on the property's appraisal value and need of the easement. The district is obligated to negotiate for up to 40 days before condemnation is allowed, if needed. He said the district has to offer fair market value, but the owners can get their own appraisals and negotiate with the district even in condemnation.

Director Schoen made a motion to adopt resolution number 2024-08 and authorize the Executive Director to take steps necessary to implement the resolution. Director Schneider seconded. The motion was approved unanimously, 4-0.

7. Approve MOU with Bend Pickleball Club – *Matt Mercer*

Mr. Mercer said this is an extension of previous board discussions. He explained that the Pickleball club would like to further expand courts at Pine Nursery. He said this allows for more court use by the club to serve club members. He added the courts also benefit the community when not in use by the Pickleball Club. He said the cost of the project is about \$800,000, the Pickleball Club would fund raise \$400,000 in funds and the other half will be provided by the district. The reason for the MOU is to handle the refund of fundraised monies to the Pickleball Club should they fall short of the goal and elect to not move forward with building the additional courts.

The board asked questions about the hours of use of the courts by the club and tournament play and maintenance. Mr. Mercer said the hours of use by the club are capped and some tournament play does allow for all courts to be used by the club. He added that the Pickleball Club clean the courts and do day to day maintenance, the district has resurfacing in the asset management plan every eight years and there is a provision in the agreement with the club to fund a higher level of maintenance to the courts if needed.

Director Schneider made a motion to authorize the executive director to enter a Memorandum of Understanding with Bend Pickleball Club and Bend Park and Recreation Foundation for the development of 8 additional pickleball courts as a part of the Pine Nursery Phase 5 Project under the general conditions outlined in the attached draft MOU and pending final legal and Park and Recreation Foundation review. Director Schoen seconded. The motion was approved unanimously, 4-0.

8. Approve Amendment to Professional Services Contract for McKay, Miller's Landing and Columbia Parks River Access Project – *Ian Isaacson*

Mr. Isaacson described the project as a phased approach with this as the final phase. He said this project only covers Miller's Landing because the overall project has been broken up into four phases in the 2025-2029 CIP that began yesterday and reviewed each project and timeline.

Mr. Isaacson explained the proposed Amendment #5 to the Environmental Science Associates (ESA) professional services contract covers the final phase of design for the improvements at Miller’s Landing Park. ESA will provide professional services through final design development, city of Bend permitting, and bidding for river access improvements at Miller’s Landing. work is scheduled to begin this month.

Director Schoen made a motion to authorize the executive director to negotiate and execute amendment #5 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 \$65,000 and to approve an additional contingency amount of \$6,500, for a revised total design budget not to exceed \$486,666. Director Owens seconded. The motion was approved unanimously, 4-0.

EXECUTIVE DIRECTORS REPORT

- Executive Director Healy announced that the finance team has been awarded a certificate of achievement and financial excellence award by GFOA.
- She said the goose round up has not happened since 2020, this year staff helped to relocate 54 juvenile geese to Summer Lake, reporting that the operation went smooth.
- She reminded the board to attend the July fourth Pet Parade and invited them to hand out popsicles
- The city approved the tree code to begin Aug. 16. She provided a handout to the board that is attached to the minutes.
- She updated the board on the Rose Property, and said staff has applied to change the surface mine zoning to rural residential zoning that will allow for park development.
- She said the HR Manager needs two volunteers for the policy review committee: Directors Schneider and Schoen both volunteered.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER


- Director Schneider recognized Michelle Healy in her new role of Executive Director.
- Director Schoen said she attended the foundation meeting, and Eric Baird attended to make sure the foundation board was comfortable with the formatting of the financial statement. She also attended the Makers Market at Hollinshead and commented that it is a well-loved facility and park.
- Director Owens welcomed Michelle Healy as the new executive director and shared her appreciation for all that the staff and volunteers do this time of year. She said she recently reviewed the Playbook and commented that district does a lot for the community.
- Director Barram mentioned that she is excited to attend the July 4th Pet Parade. She said she participated in a meeting with the city staff and the district is planning a joint meeting with the city in October or November. She added that the city is considering tax exemption items again for ADUs and middle-income housing that may come before the board in September. She mentioned the city’s coalition against hate, the BPRD comp plan and conversations on credits and working hard to further conversations and relationships with the city. She mentioned the recent Supreme Court decision on camping and commented that the decision doesn’t change anything the district is doing on that topic. Michelle added that they discussed recreational immunity.

ADJOURN: 6:38 pm



Prepared by,
Sheila Reed
Assistant to the Executive Director

Jodie Barram, Chair



Deb Schoen



Nathan Hovekamp



Donna Owens, Vice-Chair



Cary Schneider

