



## Board of Directors

October 15, 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**

Donna Owens  
Deb Schoen  
Jodie Barram  
Cary Schneider  
Nathan Hovekamp

### **STAFF PRESENT**

Michelle Healy, Executive Director  
Matt Mercer, Director of Recreation  
Kristin Toney, Administrative Services Director  
Julie Brown, Director of Community Engagement  
Sheila Reed, Assistant to the Executive Director  
Sasha Sulia, Director of Park Services  
Kathleen Hinman, Director of Human Resources

### **VISITORS**

None

### **WORK SESSION**

1. Annual Recreation Report – *Matt Mercer*

Mr. Mercer spoke about recreation facility use and said the overall theme continues to be growth, the recreation facilities include Juniper Swim and Fitness, Larkspur Community Center and The Pavilion. He showed a chart that trends up year over year with over 700,000 drop in visits for this year showing each facility experiencing growth. He said the most drop in visits are for pools, followed by fitness center, fitness classes and Pavilion programs.

Director Schneider asked if staff is able to track where the visitors live in Bend that are using the facilities. Mr. Mercer said it is very difficult to track.

He reviewed registered activities (program visits) and indicated that these programs continue to grow as well. He explained the registered activities as:

- Sports leagues and camps
- Kids INC
- Swim Lesson and Aquatics
- Summer and no-school day camps
- Art and enrichment classes
- Ice and Roller programs

- Therapeutic Recreation

Director Schoen asked if the district is experiencing staffing challenges across all areas, to which Mr. Mercer replied affirmatively, noting that the primary shortages are in Kids Inc and lifeguarding. He mentioned that the district is currently operating at 85% capacity, which is beneficial as it allows room for future growth. In response to Director Schneider's inquiry about program waitlists, Mr. Mercer explained that the data on waitlists isn't entirely reliable because patrons often register for multiple waitlists for the same program.

Mr. Mercer reported that nearly 32,000 unique individuals were served this year, reflecting an increase of over 1,000 from last year and more than 6,000 from 2022. The largest age group of patrons served is 65-85, followed by the 30-50 age group. He reviewed trends among Spanish-speaking patrons, noting a peak in 2022 (due to a summer grant program that enabled more free passes), a drop in 2023, and a rise again in 2024. He said scholarship usage also continues to grow, with over 2,000 households approved this year, totaling \$720,000 in scholarships provided.

He reviewed the key performance indicators (KPIs) and financial metrics, noting that a target KPI for residents served was set at 25% for 2024; the district surpassed this target, reaching 30%. Another KPI aimed for 5.5 facility drop-in visits per resident, with data showing a rate of 6.49 this year.

Director Hovekamp observed that visits per resident may peak and eventually decrease with population growth, which could prompt the need for another recreation facility. Cost recovery stands at 80%, a slight decrease from last year. He also reviewed the financial summary, detailing revenues, expenses, and subsidies.

He reviewed some key take-aways:

- 1.25+ million visits to recreation programs and facilities
- 32,000+ people served in organized recreation activities
- 80% of youth ages 6-14 years old served
- 40% of the older adults 65-85 years old served
- \$720,000 of financial assistance provided to over 2,000 households
- Serving more people while maintaining financial sustainability

## 2. SDC Project List and Ordinance update- *Kristin Toney*

Ms. Toney reported that she presented a System Development Charge (SDC) rate adjustment last spring, which included aligning the district's tier structure with the city's newly adopted methodology. At that time, staff committed to revisiting this topic with the Board in the fall to initiate further updates. She announced that work on this project has now begun in collaboration with a consultant. This effort includes updating the SDC project list to reflect the Comprehensive Plan update, which the Board has previously reviewed and is nearing adoption. Additionally, the ordinance is under review to identify needed adjustments, clarify language, and ensure alignment with best practices and city standards. Ms. Toney added that she will return this winter with an updated schedule and proposed ordinances.

Director Hovekamp asked about the number of unused SDC waivers remaining with the city. Executive Director Healy stated that there are 17 waivers left for this year, and the city has submitted a request for additional waivers. Director Hovekamp expressed discomfort with making large financial commitments to external agencies or initiatives outside of the district. Director Schoen suggested it would be helpful to have specific details from Housing Works on the particular projects involved.

## **CONSENT AGENDA**

1. Minutes: 10/01/2024

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

## **BUSINESS SESSION**

1. Approve Strategic Plan – *Rachel Colton*

Ms. Colton reviewed the edits made to the draft Strategic Plan, which included rewording of values and minor text clarifications. She highlighted some of these changes and requested feedback from the board on the value related to staff. Ms. Colton noted that certain strategy definitions were simplified and that edits were made to Service Goal 3 and its associated Strategy A based on feedback from a previous board meeting.

She outlined the next steps: board approval of the plan tonight, implementation, and a board update at the budget workshop in January. Ms. Colton requested that the board approve the plan with the latest edits. Director Schoen commented that the NRPA uses the term “leadership” in reference to staff and suggested that using this term could be less inclusive. She expressed appreciation for the updates to the district plan, and the board collectively voiced approval of the edits.

***Director Schneider made a motion to adopt the 2024-2029 Bend Park and Recreation District Strategic Plan. Director Schoen seconded. The motion was approved unanimously, 5-0.***

2. Approve contract amendment for MMC – *Ian Isaacson*

Mr. Isaacson presented the final contract amendment with Environmental Science Associates (ESA) to perform construction administration services for the Miller’s Landing project, utilizing their expertise throughout the construction phase. This contract amendment specifically covers construction engineering, site inspections, and placement monitoring services.

ESA’s engineers will focus on key areas, including the placement of in-water best management practices and large boulders, ensuring accessibility tolerances are met. Mr. Isaacson highlighted that, unlike Riverbend South, the Miller’s Landing project presents additional complexity due to its design, permitting requirements, and its impact on river recreation and sustainability. The project aims to prevent further erosion and enhance riparian habitats along this stretch of the river.

Mr. Isaacson noted that ESA’s team, including structural engineers and accessibility experts, will work closely with him and staff throughout the construction. This contract amendment ensures the project will meet necessary tolerance levels for accessibility, enhancing community access.

The cost for this contract amendment is \$47,088, bringing the total for design services on the project to \$526,784. This budget covers 90% designs for all three park locations at McKay, Miller’s, and Columbia, along with final design and construction administration services for Miller’s Landing.

Director Hovekamp commented about the accessibility for the river, but said it is also a river restoration project. He said the exclusions to river access at Riverbend have already made an impact and encouraged staff to continue to think about these successes with the new project.

Director Schnieder inquired if there is an expectation that the other parts of the project will have amendments. Mr. Isaacson said this large project has been split into three projects and the amendments are specific to Miller's Landing and the others will follow as the pieces align with Columbia Park next and McKay to follow.

***Director Hovekamp made a motion to authorize the executive director to negotiate and execute amendment #8 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 \$47,088 for a revised total design budget not to exceed \$533,754. Director Owens seconded. The motion was approved unanimously, 5-0.***

### 3. Award Miller's Landing Construction contract – Jason Powell

Mr. Powell reviewed the project timeline with the bid request. Mr. Powell explained that, as Miller's Landing became a standalone project in the FY 25-29 CIP, the district advertised the project on August 22, conducted a pre-bid meeting on September 9, and opened bids on September 19. Three bids were submitted by contractors with whom the district has previously worked. The lowest bid came from Deschutes Construction Corporation, a company familiar to the district through previous projects like the First Street Rapids Bridge, Farewell Bend Bridge, and Rockridge and Hillside Parks.

Deschutes Construction submitted the lowest bid of \$1,134,292, and the district issued a notice of intent to award the contract the following day. Mr. Powell concluded with an overview of the budgetary impact of the upcoming contract award.

Director Schneider asked about the contingency amount and how that number was derived. Ms. Healy responded that after the bids came in, there was a need to increase the contingency to avoid going over budget.

The board followed up with questions about the materials that will be used and the timing of the project. Staff answered that the lowest water levels are in winter and will be advantageous for the project. Staff confirmed that materials used will be the same or very similar as the district has used before; staff will have input on the materials and where they are sourced.

***Director Owens made a motion to authorize the executive director to award a construction contract to Deschutes Construction Corporation, for construction of the Miller's Landing Access Project for a total amount of \$1,134,292, and to approve an additional construction contingency of \$97,208, for a total construction budget not to exceed \$1,231,500. Director Schneider seconded. The motion was approved unanimously, 5-0.***

### EXECUTIVE DIRECTORS REPORT

Executive Director Healy spoke about the following:

- Executive Director Healy recognized the accomplishment of completing the Strategic Plan without a consultant, which saved money and demonstrated the high quality of staff work. She also acknowledged the efforts of staff working on the MMC project.
- ORPA conference is scheduled for next week, with awards presented during lunch on Thursday.

- The Pavilion team is working overnight to build ice, aiming to open next week. Organized programs are scheduled to start in November, so any October ice time will be additional.
- The city sent two requests: one for additional SDC waivers (beyond the 17 remaining for the year) for a Housing Works development, and another for a tax exemption on a separate project. The district is currently reviewing these requests and plans to discuss them in a work session in November. This may come up at the joint meeting with the City; further details will be shared for informational purposes before the meeting.
- The joint meeting with the city will take place on October 29 at City Hall, beginning at 4:00 pm, with the room open at 3:30 pm.
- Normally, private security day officer hours are reduced in the fall through winter, but this year, day officer hours will be maintained. The focus will be on the Juniper Park area five days a week to continue the positive impact from the summer efforts. The district is evaluating the security contract and may present proposed adjustments at a future meeting.
- Deschutes Soil and Water Conservation District has a ballot measure to establish a permanent tax rate of \$0.06 per \$1,000. Currently, they operate solely on grants. Information from them is provided in board folders

**REPORTS**

**CALENDAR**

**GOOD FOR THE ORDER**

- Director Schoen said she appreciates the opportunity to attend the NRPA conference and further appreciates the quality of staff in the district. She expressed her sadness for the troubles that LaPine Park and Recreation is going through.
- Director Barram thanked the community for her ability to attend the NRPA conference, commenting on how much she learned. She said she is looking forward to attending ORPA next week. She also expressed her heartfelt support for LaPine Park and Recreation and wished them the best.

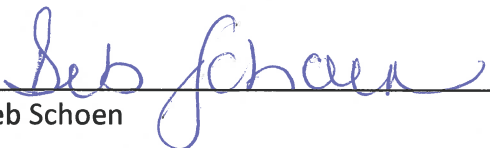
**ADJOURN: 7:13pm**



Prepared by,  
Sheila Reed  
Assistant to the Executive Director

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Jodie Barram, Chair

  
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Donna Owens, Vice-Chair

  
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Deb Schoen

  
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