



## Summit West Neighborhood District Board Meeting Agenda

<b>Date</b>	April 8, 2025 Westside Church, Community Center
<b>Board members present</b>	<ul style="list-style-type: none"><li>• Cheryl Stark (Chair)</li><li>• Will Green (Vice Chair)</li><li>• Kat Holoch (Land Use Chair)</li><li>• Glen Van Peski (Treasurer)</li><li>• Natalie Huberman (Membership)</li></ul>
<b>Public present</b>	None
<b>Call to order</b>	6:08 CS called the meeting to order
<b>Verification of quorum</b>	Cheryl has Madelyn's proxy which provides quorum
<b>Approval of previous meeting minutes</b>	Minutes from January and February approved

- **New Business**

- None
- Board Related
  - Email subscribers – Mailings are driving new subscribers! 48 new subscribers since Feb 1, Net subscribers is 661
  - Website – Each board member to provide a short bio for the website, get to Cheryl.
  - Consider Non-Profit Status – Natalie to research requirements and send out before next meeting so there could be discussion of the option. Potential benefits would be for the District to be a conduit for FireWise funds, and also the ability to apply for other city funding.
  - Zoom connection and recording – was determined that the issues are likely due to the previous account being used to set up the current recurring meeting. Cheryl to set up a new recurring meeting with the new account, and put that on the website and newsletter.
- Community Related
  - Cheryl reported that volunteer Richard Gilbert is working on a first draft of a 'referral guide' to help residents to understand who to call at the city for specific issues.

- City Related:
  - Mobile Radar Location Submission – Each ND to submit up to 3 locations.
    - Recommend Survey to get members feedback and locations
    - The radars operate from May through October each year and are typically left up for three weeks.
    - Requests should be sent to Right-of-Way Engineering Technician [Ty Combs](#) starting Friday, April 14. First come, first scheduled!
  - New Contacts – With Makalya moving to a new position, we have been assigned contacts within the different departments at the city. See below for update. The general Spreadsheet has also been updated with the contacts
- Treasurer Update and Funding Requests
  - Glen reported of \$4700 funding, \$685 has been spent to date. With \$2845 budgeted expenses for the General Meeting room and refreshments, the Firewise mailing, the second mailing and handouts, there are \$1885 estimated funds remaining through the end of the fiscal year June 30.
  - Natalie - Funding for Mailing to Discovery West and Discovery Park section of NWX. Board approved \$1200 for a mailing of postcards, and also some info cards for events.
  - For May 22<sup>nd</sup> bike night, Will will see about reserving trailer.
- **Old Business**
  - Emergency Preparedness
    - Review of upcoming Wildfire Preparedness Events
      - COCC
      - SWND General Meeting
      - City of Bend Community Meeting and ND Roundtable
  - Community Related
  - City Related:
  - Board Related
    - 2025 General Meeting – The general meeting is confirmed for Wednesday June 4<sup>th</sup> at WestSide Church – Keeping on the Agenda until done
      - Save the Date will be in all newsletters until the meeting
      - Present results from Interest and Concerns Survey
      - Speakers secured for the General Meeting
      - Tables for Open House section of meeting (1 hour before the meeting)
    - Membership Mailing to HOA's – Update on gathering of HOA's and email addresses (may be a property management company)
      - Draft for letter to HOA's, will include a graphic of our postcard/handout and QR code for the SWND website
    - Transportation Bond Oversight Committee - Will is the new chair.
  - Summit West Magazine –Unfortunately, April was the last month for the Summit West Magazine as the number of advertisers has declined.
  - Funding Requests Updates

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<b>Board updates</b>	None
<b>Public comment</b>	None
<b>Adjournment</b>	6:57 PM CS motions “if there no other business I move the meeting to be closed”

#### New Contact Info

#### **General Neighborhood Inquiries**

Reimbursements, Grant Funding, Insurance, City Communications Support  
René Mitchell, Communications & Engagement Director, [rmitchell@bendoregon.gov](mailto:rmitchell@bendoregon.gov)

#### **Block Party Program**, City Engagement Events, General Meeting Support

Trailer Reservations + Coordination, Item Check-out for Meetings, Community Partner Collaboration  
Kathi Barguil, Community Relations Manager, [kbarguil@bendoregon.gov](mailto:kbarguil@bendoregon.gov)

#### **City Council & Staff Inquiries**

Meeting Scheduling + Speaker Requests, Responses to Neighborhood Issues/Concerns  
Claire Conklin, Council Coordinator, [cconklin@bendoregon.gov](mailto:cconklin@bendoregon.gov)

#### **Land Use**

Chair Contact Changes, Public Meetings, Planning Applications, Notices, Development Code  
Brenna Visser, Communications Coordinator, [bvisser@bendoregon.gov](mailto:bvisser@bendoregon.gov)

#### Sponsorship Program

**Sponsorship funding**, applications and grant cycles  
Meghan Goss, Central Services Manager, [sponsorships@bendoregon.gov](mailto:sponsorships@bendoregon.gov)

#### **Public Works**

Water services (utilities, conservation), transportation and mobility concerns, neighborhood speed radars  
Anne Aurand, Communications Manager, [aurand@bendoregon.gov](mailto:aurand@bendoregon.gov)

#### **Neighborhood Street Safety Program**

Project submission, design and schedules  
Christian Williams, Project Engineer, [cwilliams@bendoregon.gov](mailto:cwilliams@bendoregon.gov)

#### **Bend Police Department**

Speakers, event participation, police inquiries  
Jessica Rich, Community Relations Manager, [communityrelations@bendoregon.gov](mailto:communityrelations@bendoregon.gov)

#### **Bend Fire & Rescue**

Speakers, event participation, fire/med inquiries  
Makayla Oliver, Fire Communications Manager [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov)