



Bend Metro Park & Recreation District

January 7, 2025

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles through parks, trails and recreation.

Our Community Pledge

To reflect our community, welcome and serve equitably, and operate with transparency and accountability.

We Value

COMMUNITY by interacting in a responsive, considerate and efficient manner to create positive patron experiences and impact in the community.

INCLUSION by reducing physical, social and financial barriers to our programs, facilities and services, and making them more equitable for all.

SAFETY by promoting a safe and healthy environment for all who work and play in our parks, trails, facilities and programs.

STAFF by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

SUSTAINABILITY by fostering a balanced approach to fiscal, environmental and social assets to support the health and longevity of the district, the environment and our community.

play for life

District Office

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

January 7, 2025

District Office Building | 799 SW Columbia | Bend, Oregon



AGENDA

4:30 pm EXECUTIVE SESSION

The board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

The board will meet in person at 5:30 pm with virtual links to the work session and regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84132444317>

Or Telephone:

253 215 8782

Webinar ID: 841 3244 4317

5:30 pm CONVENE MEETING

ROLL CALL

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Members of the community who wish to make public comment may attend the meeting in person or virtually. To provide a public comment in person, please fill out one of the brief cards and submit it to staff in the back of the room. To provide public comment virtually, click on the "Raise Hand" option. You will be called into the meeting in the order received. Virtual visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

WORK SESSION

1. Bend Park and Recreation Foundation Overview – *Kim Johnson, Jane Dunham and Ted Schoenborn (20 min)*
2. Riverfront Street Project Update – *Henry Stroud, and Brad Tower, City of Bend (30 min)*
3. Pool Cover Information Update – *Matt Mercer (15 min)*
4. High Wheel Update – *Sasha Sulia and Jason Monaghan (15 min)*

5. LOS and Comp Plan update – *Henry Stroud and Sara Anselment (15 min)*
6. History of Old Bend Gym and Boys and Girls Club – *Kristin Toney (30 min)*

CONSENT AGENDA

1. Minutes 12/17/2024

EXECUTIVE DIRECTOR’S REPORT

REPORTS – Planning and Development Project Update

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 7, 2025
SUBJECT:	Bend Park and Recreation Foundation Overview
STAFF RESOURCE:	Kim Johnson, Community Engagement Supervisor
GUEST PRESENTERS:	Jane Dunham, BPR Foundation chair Ted Schoenborn, BPR Foundation board member
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Community
Goal:	Expand and leverage collaborations to increase impact
Strategy:	Dedicate resources to seek grant and alternative funding opportunities to support priorities

BACKGROUND

The Bend Park and Recreation Foundation is a 501-c-3 tax exempt corporation that exists for the purpose of supporting the work of the Bend Park and Recreation District. The foundation incorporated in 1974 and has served the district in a wide variety of ways ranging from accepting donation of property, to serving as a fiscal sponsor of community fundraising efforts and being the steward for financial contributions to support recreation scholarships.

Staff will introduce Foundation board members, and they will share brief information about themselves and why they serve the community and the district in this role. The board members will also share recent successes related to fundraising and its plan for 2025 activities.

BUDGETARY IMPACT

None at this time.

STAFF RECOMMENDATION

None, information provided for discussion only.

MOTION

None, information provided for discussion only.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 7, 2025
SUBJECT:	Update on the Riverfront Street Improvements with the city of Bend
STAFF RESOURCE:	Henry Stroud, Principal Planner
GUEST PRESENTER:	Brad Tower, Engineer, City of Bend
PREVIOUS BOARD ACTION:	February 21, 2023 – Approved IGA for Riverfront Street Improvements; January 16, 2024 – Approved 1 st Amendment to IGA
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Operations & Management Practices
Goal:	Maintain quality, clean and safe parks, trails and facilities
Strategy:	Take care of what we have by prioritizing investment in existing assets

BACKGROUND

In 2023, the district entered into an intergovernmental agreement (IGA) with the city of Bend for the redevelopment of Riverfront Street to enhance trail connectivity between Miller’s Landing Park and Drake Park along Riverfront Street which functions as a segment of the Deschutes River Trail.

Since approval of the IGA, the city entered into a contract with Harper Houf Peterson Righellis Inc. (HHPRI) for design & engineering services and has held two public meetings, in partnership with the district, to solicit public input. The first public meeting was designed to gather general feelings about the project from the community and was accompanied by an online survey. During the second meeting, the public was asked to provide input on two preliminary design concepts: a one-way versus a two-way street configuration that both included a 10-foot wide trail in lieu of sidewalk along the western side of Riverfront Street. This meeting was also accompanied by an online survey to gather input on the two preliminary design concepts.

During this presentation, city and district staff will review the two preliminary design concepts, provide a summary of the public input that has been gathered to date, and solicit feedback from the board on each of the preliminary design concepts.

BUDGETARY IMPACT

The district previously committed \$703,600 in system development charges towards the design and construction of the project.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 7, 2025
SUBJECT:	JSFC Pool Cover Update
STAFF RESOURCE:	Matt Mercer, Recreation Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None – for information only
STRATEGIC PLAN:	
Priority:	Service
Goal:	Maintain quality, clean and safe parks, trails and facilities
Strategy:	Take care of what we have by prioritizing investments in existing assets

BACKGROUND

The framed-fabric structure covering the 50-meter pool at Juniper Swim & Fitness Center was first installed in 1997 over an old outdoor 40-yard pool. The structure was re-used and expanded in 2006 as part of the JSFC renovation and expansion project which included a new 50-meter pool. Since the initial installation, most of the fabric has been removed each summer to create an open-air, outdoor pool environment. This process has become increasingly difficult as the structure ages. Last summer the district elected not to remove the roof panels as there was serious concern that we would not be able to reinstall the panels for the winter season. Staff did remove all side wall openings and the gable end panels creating a shaded but open-air environment for the summer. Attached is a detailed information sheet on the pool cover history and issues that was provided to staff and the public in May, 2015.

The current Capital Improvement Plan (CIP) has \$300,000 budgeted for the replacement of fabric roof and side panels. This would be the fourth generation of fabric purchased for the structure as the fabric has an 8 to 10-year lifecycle with our climate and use. Due the age of the structure, increasing problems with the installing and removing panels, and the fact that the original manufacturer is no longer in business, the district decided to consider alternate options before investing considerable funds in the current structure. Staff has been researching options with the goal of having a recommendation for the Board to consider in the forthcoming CIP discussion at the annual Board Workshop.

The district also conducted a survey this fall to learn about users' experiences this past summer and preferences for a future structure. Over 600 people responded providing a wealth of feedback. A summary of these results was included in the facility newsletter and posted on the district website and is attached. Staff will share additional information on the survey results and other considerations at the board meeting.

BUDGETARY IMPACT

The current CIP includes \$300,000 in property tax funds to go towards the JSFC pool cover replacement. Ultimate costs for a new cover are undetermined at this time.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

Attachment A: Outdoor Pool Cover detailed fact sheet (May 15, 2024)

Attachment B: Current public information on survey results and project status (from website and facility newsletter)

50-Meter Pool Cover Information

May 15, 2024

The decision to leave the main roof panels up over the 50-meter pool was not taken lightly and was the result of a complexity of interrelated factors and considerations. The following information provides more detail and explanation regarding the District's decision and what to expect moving forward.

History of the pool cover

The current structure was first installed over an old outdoor pool in 1997. The structure was completely disassembled, expanded and reinstalled in 2006 when the new 50-meter pool was constructed as a part of the larger Juniper Swim & Fitness Center renovation and expansion project. At that time, all new fabric panels were installed. In 2016, the district purchased and installed the third generation of fabric panels that are in place today.

The current panels have deteriorated more rapidly than previous ones due to the increasing difficulty of installing and removing the panels. After assessing the panel conditions during installation this past October, district staff determined that there would be considerable risk of not being able to re-install the panels again should they be removed. When the district attempted to contact the manufacturer for support and potential replacement panels, we learned that the company was no longer in business. This spring, we were able to connect with a new company that purchased the assets of the original manufacturer. We have since requested and received a site visit and preliminary evaluation from this company.

What is wrong with the existing structure?

The installation and removal process have always proved challenging and has worsened as the structure and fabric aged. That is the primary reason why we began leaving two and then three panels up on either end of the pool many years ago. The district also worked with the manufacturer each fabric replacement cycle to modify the panels in order to improve the efficiency of installations and removals and to lengthen the life span of the panels. Despite these efforts, we have experienced increasing problems with installing and removing the panels over the life of the structure. This is likely due to the gradual deterioration of the channels in which the fabric is pulled. While new fabric helps temporarily, the overall challenges continue to grow more severe as the structure ages. The last several years, the panels have been significantly damaged during the installation and removal and safety concerns have arisen for employees doing the work.

As part of the evaluation, the district sought out other pools with similar type and size of structures to compare experiences. The district did not find any other similar facility that removes their fabric roof panels each year. Additionally, the manufacturer was unable to identify another facility that was attempting to do what we do with annual removals. It appears we have been doing something no one else has done.

The combination of these experiences led the district to reconsider re-investing in the existing structure, especially since new panels and modifications to the frame are unlikely to resolve the issues we have increasingly experienced. Before investing up to \$500,000 in new fabric and other modifications with no assurance of success, the District believes it is prudent to evaluate other long-term options for providing a year-round pool that opens to an outdoor environment in the summer.

Why leave the roof panels up?

The primary reason for leaving the main roof panels on this summer was to ensure the pool would remain open year-round. As previously described, it was questionable that we would be able to reinstall the panels this fall if removed. We also remain concerned about the safety of employees with the process. The risks of removing the roof panels was simply too large, and we still have the opportunity to have an open-air facility by removing the side panels and gable end panels. We also want to emphasize that the safety concerns are related to installation and remove process and not the ongoing patron use of the facility.

What's next?

The district has been researching alternative structure types over the past six months and is evaluating potential options. We understand the desire of maintaining an outdoor environment during the summer months and are prioritizing solutions that provide this. The focus is on identifying structures that are designed to open up during nicer weather and have a track record of operating reliably and functionally. There is also an opportunity to greatly improve the winter operating environment, reduce utility costs, and provide an overall better experience. Once we have identified options, the district will seek feedback from the public and stakeholder groups.

Is funding an issue?

Funding is not the reason why we are leaving the roof panels on this year. Finding a permanent solution that is worth investing tax payer resources is a major reason. The district had previously planned to replace the fabric panels in the 2025-26 budget year as a part of the Capital Improvement Plan. We are recommending to move this funding forward one year so we can further develop a long-term solution. The district is also planning to save money in our Facility Reserve Fund in order to fund the preferred solution. It is still too early to tell what a permanent solution will cost and how it will be funded, but the district is already taking steps to prepare for this.

Addition Questions

If you have any questions about this information, please contact Matt Mercer, Recreation Services Director, at matt@bendparksandrec.org or 541,706-6103. Matt was the Manager at Juniper Swim & Fitness Center when the cover was first installed and has been involved with the structure ever since.



Update on the 50-meter Olympic pool cover & patron questionnaire

November 27, 2024

50-Meter Pool Cover Survey Summary

Thanks to all who provided input into future 50-meter pool cover considerations by completing the patron survey, open November 1 – 15, 2024. We received 645 responses and many great comments. Here is a summary of what we learned.

- The majority of respondents (62%) were satisfied with this summer's environment with the roof panels on and the side and end panels removed; however, a significant number of people missed the direct sunlight.
- The majority of respondents (65%) favor shade, filtered sunlight or combination of the two but over one-third prefer some direct sunlight.
- The highest preference for openings was a combination of roof and walls/gable ends (45%) followed by walls/gable ends only (35%) and roof opening (20%),
- A strong majority of respondents indicated they would trade-off some level of opening during the summer in order to have a better year-round environment (78%) and the flexibility to open and close to the outdoors depending on weather conditions (75%). There were a number of comments about smoke smoke conditions and the desire to have more natural light year-round.

Overall the survey confirmed that people value the open-air environment during the summer months with the majority favoring at least some shade or filtered sunlight and an improved year-round environment.

Thank you again for your input. It is highly valued and will help inform our decisions. Look for more information in early spring.

The following Frequently Asked Questions provide an update on the pool enclosure's planning status.

Frequently Asked Questions:

What is wrong with the existing enclosure?

The 27-year-old enclosure is nearing the end of its expected lifespan. While the structure is still safe, it is no longer feasible to remove and reinstall the main roof panels each year as originally intended. The fabric panels have also deteriorated to the point of requiring replacement. Rather than choosing to invest substantial funds to renovate or replace the existing structure, the district decided to explore alternative enclosures that would continue to provide an open-air environment in the summer while improving the overall, year-round experience and reducing long-term maintenance costs.

What can be expected for summer 2025?

It is likely that the pool will operate next summer similar to summer 2024 with the roof panels remaining in place and the gable end panels and all side openings removed. Regardless, we don't anticipate any change or disruption in pool use due to the cover over the next year.

When will the decision be made on a new or improved enclosure?

District leadership intends to take the necessary time to make the best long-term decision. We hope to hone in on a preferred solution this winter so it can be considered in BPRD's Capital Improvement Plan and begin detailed planning.

When can patrons expect the project to be completed?

It is too early to tell. Once the best long-term solution is selected, district staff will need to complete detailed plans and cost estimates and also determine the funding strategy. Staff will also carefully plan for construction in order to minimize impact on pool users. It will likely be a few years before construction.

How can I stay informed and involved?

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 7, 2025
SUBJECT:	Drake Park High Wheels
STAFF RESOURCE:	Jason Monaghan, Facilities Manager Sasha Sulia, Director of Park Services
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Service
Goal:	Maintain quality, clean and safe parks, trails and facilities
Strategy:	Take care of what we have by prioritizing investments in existing assets

BACKGROUND

The High Wheels in Drake Park are a significant cultural artifact from Bend's 19th-century logging history. Over 80 years ago, the High Wheels were donated to the city of Bend by the Brooks-Scanlon Company. At that time, they were reconditioned and placed on display in Drake Park.

Decades of exposure to the elements have caused the High Wheels to deteriorate. Although maintenance and some restoration work have been performed in the past, it has not been part of a regular schedule. As a result, the structure has deteriorated and would likely require a complete restoration or replacement to remain on-site.

Staff will share historical context on the High Wheels and information about the various assessments and cost estimates for restoration that have been completed over the past year. Staff will also outline potential options on how to move forward with the High Wheels.

BUDGETARY IMPACT

The estimated cost to replace or restore the High Wheels is significant and would require property tax funding to complete.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 7, 2025
SUBJECT:	Comprehensive Plan & Level of Service Update
STAFF RESOURCE:	Henry Stroud, Principal Planner Sara Anselment, Planner
PREVIOUS BOARD ACTION:	Adopted comprehensive plan on July 17, 2018; Adopted comprehensive plan update on November 19, 2024
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities.
Strategy:	Maintain adopted levels of service targets for parks, trail and facilities.

BACKGROUND

The district's current comprehensive plan was originally adopted in July 2018 and updated in November 2024. The plan identifies level of service (LOS) targets for three categories of park infrastructure:

Neighborhood and Community Parks:	7.85 acres per 1,000 residents
Regional Parks:	10 acres per 1,000 residents
Trails:	1 mile per 1,000 residents

Each year, district staff calculates our current levels of service in order to evaluate how well we are meeting the community's park and recreation needs. The district's comprehensive plan identifies new park and trail projects to ensure we maintain adequate levels of service as the district's population increases.

The district also works to provide a park within a ½ mile walking distance to as many residents as possible. To do so, the district uses a walkshed analysis model to determine which areas of the district are served by existing parks and where there are gaps in service. The results of this analyses were used to develop the district's Park Search Area Map which identifies the planned location of future parks.

District staff will present our new level of service calculations and provide a high-level status update on the 110 projects identified in the comprehensive plan update.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 7, 2025
SUBJECT:	Update on the Old School Gym Building and lease with the Boys & Girls Club of Bend
STAFF RESOURCE:	Kristin Toney, Administrative Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Review information
STRATEGIC PLAN:	
Priority:	Service
Goal:	Steward fiscal resources, and further environmental and social sustainability
Strategy:	Use financial modeling and other planning tools to holistically evaluate, plan and forecast necessary expenditures for system expansion, operations and maintenance

BACKGROUND

From 1995-1999, the Bend Park and Recreation Foundation (Foundation) raised funds for the renovation of the Old Bend Gym, which was owned by the Bend-La Pine School District. At the time, the building had been closed for about 12 years, due to the high costs to renovate it to standards. Following the community fundraising campaign and completion of the renovation in 1999, the Foundation donated the building to the district for the purpose of leasing it for 50 years to the Boys & Girls Club of Bend (BGC).

Timeline

On October 9, 1995, the district, the BGC, the Foundation, and the Bend-La Pine School District signed an agreement to:

- Renovate the building.
- Transfer ownership of the building to the district and enter into a lease for the land with the Bend-La Pine School District.
- Lease the building to the BGC.

Then, on November 21, 1997, the district and the school district entered into a ground lease for the land under the building.

On October 15, 1999, the district and the BGC signed a lease. The main responsibilities of each party are outlined below:

The BGC's responsibilities:

- Primary use of the building for BGC programming and administration.

- Provide the district with an annual programming calendar, allowing the district the first right to use any unused space/time not used for BGC programming.
- Perform repairs and maintenance on the building, and pay \$1 annually in rent.

The district's responsibilities:

- Review the BGC's annual calendar and request times for district /public use.
- Pay an agreed-upon rate to cover utilities when the district uses the space.

Not all funds raised by the Foundation for the renovation project were expended upon its completion in 1999. In June 2000, the Foundation Board of Directors approved transferring the remaining funds to the district for future repairs to the building. The district established the Old Bend Gym account to manage these funds. The remaining funds were dedicated to making capital repairs and were exhausted by 2011 after several large repairs. Since then, the district has helped with some of the larger repairs due to the BGC's limited financial resources for the building.

The BGC has evolved and changed since 1999. However, they have struggled to make necessary facility repairs, and in some cases, perform the preventative maintenance required by the lease. The district has assisted the BGC over the years, however, the Old Bend Gym building has continued to age, needing sizable capital repairs.

Present

The district began reviewing the BGC lease in fall 2023, as both parties expressed a desire to amend the lease to better reflect current operations and practices. During the course of this review, the BGC alerted the district of an exterior building issue. Upon inspection, the district agreed to hire an architect, and to oversee the repair, which is currently estimated to cost approximately \$700,000. More information and a refined cost estimate are pending from the architect.

District staff have met with the BGC three times to negotiate the lease and have exchanged multiple amendment proposals. The district has proposed amending the lease to take responsibility for the exterior repairs, and to review other major building repairs for possible funding in the future. Additionally, the proposal allows the BGC more flexibility for the use of the building compared to the current lease terms. In response, the BGC has proposed the district assume responsibility for all capital improvements, and grant the BGC more exclusive rights to the building.

There are a variety of options on how to address the lease amendment, including, but not limited to the following:

1. *Maintain current lease* – The district could continue with the current lease (excluding the wall repair) and make better use of the building during BGC's non-program hours as provided in the existing lease. BGC would remain responsible for repair and maintenance. This option would provide the community additional recreation opportunities, while also generating revenues during non-BGC hours to help offset some of the district's cost of the exterior wall repair. However, given the age and current condition of the building, and the fact that the BGC have struggled to maintain the building over the term of the lease, further building deterioration is likely. Greater public use of the building during non-BGC hours, could also reduce BGC's ability to rent to third parties which generates revenue that helps support their operations.

2. *Amend the lease* – The district can continue to negotiate a lease amendment guided by board feedback, such as charging rent and/or reducing the BGC’s maintenance responsibilities. It is important that the district establish equitable terms that fund the maintenance and repairs of the public’s asset. Like option 1, additional district programming during the BGC’s non-programming hours could increase public benefit and generate some district revenue to help with overall maintenance costs, but this could limit BGC’s ability to rent to third-parties that helps support their operational costs.
3. *Explore building transfer* – The district could investigate the feasibility of transferring the building to the BGC or back to the Bend-La Pine School District. This would eliminate the district’s financial burden while giving the BGC full control of the building. However, the likelihood of this option is low, due to the high cost of restoring and maintaining the historic building.

The cost to maintain the Old Bend Gym is high, and will require substantial long-term investment and repair. During the board meeting, district staff will share additional information about the lease and discuss options for working with the BGC moving forward.

BUDGETARY IMPACT

Depending on the option pursued, various budgetary impacts could be anticipated. The district has many upcoming capital maintenance projects in the Capital Improvement Plan. The district has undergone significant growth in its capital facilities over the past two decades, and many assets need financial investment to remain operationally viable and safe for use by district taxpayers.

Balancing these district-wide budgetary demands while attempting to address the significant financial demands of the Old Bend Gym is a challenging obstacle to overcome in the completion of the ongoing lease amendment negotiations, and for the long-term life of the building.

STAFF RECOMMENDATION

None

MOTION

None, for information only.

ATTACHMENTS

None

WORK SESSION

1. Community Sponsored Projects Update – *Rachel Colton*

Ms. Colton gave an overview of the program, explaining that projects are initiated, planned and implemented in partnership with the community, she said the program was created in 2016 with a formal process and 114 requests have been submitted since 2015.

She reviewed the implemented projects, she said there have been 12 implemented in 11 parks that are small to large in scope. She highlighted some of the projects including: Sand volleyball, Skyline Park Disc Golf, Miller's Landing garden expansion, Alpenglow Park lending library, Big Sky Park cyclocross.

Director Hovekamp asked about the public use of the facilities in partnerships. Ms. Colton said there are some that do have restrictions on projects like the courts the Pickleball Club built. Executive Director Healy said each program is a little different and public access is addressed. Director Hovekamp asked that staff continue to ensure public access.

Director Schneider inquired about why some programs do not move forward. Ms. Colton provided examples of programs that have not succeeded due to various restrictions, such as partners requiring grant applications that the district cannot meet the criteria for, liability concerns, and financial limitations.

The board overall shared their support for the partnership program.

CONSENT AGENDA

1. Minutes 12/3/2024
2. Approve Authority to Open an Investment Account
3. Approve renumbering three resolutions

Director Owens made a motion to approve the consent agenda. Director Schneider seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)

BUSINESS SESSION

1. Annual Comprehensive Financial Report and Audit – *Eric Baird and Audit Firm*

According to the auditors, the district's recent audit resulted in a clean opinion, indicating no major findings or weaknesses in financial controls. Auditors shared that they discovered a minor error in the 2024-2025 budget summary and two small uncorrected misstatements involving revenue timing, but these issues had not materially affected the overall financial picture. The district's implementation of GASB Statement No. 100 did not impact its statements. Assets continued to grow—primarily through land and facility expansions—while liabilities had increased slightly due to pension obligations. Revenues rose by 12.5%, outpacing the 9.4% increase in expenses, and no contingency funds have been used. Auditors also clarified the difference between restricted and unrestricted funds and praised the district's staff for maintaining accurate records and managing operations efficiently, which contributed to the smooth audit process.

Mr. Baird expressed satisfaction with the year-end financial results and acknowledged the challenge of planning for June 2024 while still in December 2023. He emphasized that this discussion sets the stage for the upcoming budget process. He praised the auditors as valuable partners, contributing to the successful completion of the ACFR. The report includes four main sections:

- Introductory Section
- Financial Section
- Statistical Section
- Audit Comments

To better understand the report, Mr. Baird recommended starting with the transmittal letter and statistical section before diving into detailed notes, such as those on capital assets.

Mr. Baird explained the district's financial health and showed the trends of revenues and expenditures over the last five years. He reviewed fund balances and spoke about how they are used. He explained that the district saves money to cover future projects like parks and community facilities. He said this careful planning ensures the district can handle both current operations and upcoming needs.

Mr. Baird thanked the finance team for their hard work, emphasizing their efforts to keep things running smoothly while managing both daily operations and long-term audits. He noted how the team's dedication sets the district up for continued improvement in 2025.

Director Hovekamp made a motion to accept the Bend Park and Recreation District's audited Annual Comprehensive Financial Report for the fiscal year 2024. Director Schneider seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)

2. SDC Waiver Program – Michelle Healy

Executive Director Healy explained that the resolution includes 300 waivers to be used over four years, divided into two-year blocks, with unused waivers rolling over. The number of units has changed from 50 to 40 waivers per project for 100% of waivers. For developments exceeding 40 units, 50% of the waivers will be granted, with no single project receiving more than 75 waivers. She also noted changes to the language concerning homeless emergency shelters, specifically regarding tent camps and temporary structures. The program will run from January 1, 2025, to December 31, 2028.

Director Schneider suggested adjusting the threshold for waivers, setting a baseline of 40, with any additional waivers above that granted at 50%. Director Schoen asked if the board had considered increasing the number of waivers to 100 per year and expressed agreement with Director Schneider's proposal. Director Barram responded that the board had discussed the number of waivers and reached a consensus of 75 at the last meeting, citing concerns about the impact on the district's budget.

The board supported granting waivers at a baseline of 40, and then granting waivers at 50% in excess of 40 with a cap of 75.

Director Hovekamp noted that a significant portion of the community expects new development to fund its own growth, emphasizing the fairness of this expectation. He mentioned ongoing questions about what it truly means for a project to "pencil out" and expressed concerns about repurposing district funds. He thanked the staff for their efforts and remarked that, while he believes the board is making the right decision, he remains concerned that more may be asked of the district, as was the case this year. He highlighted that the waivers have a tangible financial impact on the district's ability to build parks.

Director Schoen acknowledged that other district efforts, such as providing childcare, also contribute to housing stability by enabling parents to work and afford homes. Director Hovekamp expressed his desire to limit the time the board and staff dedicate to this topic moving forward.

Director Schneider made a motion to adopt Resolution No. 2024-12 as amended extending the availability of System Development Charge waivers for deed-restricted affordable housing and certain short-term, temporary housing. Director Schoen seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)

EXECUTIVE DIRECTORS REPORT

Executive Director Healy gave updates on the following:

- The canned food drive at Larkspur brought in almost 2,000 lbs. of donated food with the goal to bring in 5,000 lbs. this holiday season.
- Hollinshead open house last weekend had approximately 300 visitors, CO Daily did a story on the event.
- Registration for winter programs went well last week. With over 7,000 registrations across the three days. The waiting room was cleared by 6:15 am each day and maximum wait times were five minutes.
- Winter Solstice is Friday night at the Pavilion from 6 pm to 8:30 pm
- Community Rec Swim Party for Ann Story also Friday evening from 4:30 to 5:30 and then refreshments in Classroom A from 5:30 to 6 pm at Larkspur.
- Winter Community Celebration is this Sunday 3:30 pm -5:30 pm at the Pavilion. There will be free skating and an assortment of other activities for the community to enjoy.

GOOD FOR THE ORDER

- Director Schneider recognized Julie and her team for the updates they share every few weeks. He said one recent story from a resident at Juniper really stood out, highlighting how much our parks and resources impact people’s well-being—both physically and mentally.
- Director Hovekamp acknowledged the great discussions tonight and said he is proud of the board and is honored to serve.
- Director Schoen thanked everyone for the flowers she received and appreciated the discussions tonight.
- Director Owens wished everyone happy holidays.
- Director Barram announced the SDAO conference is in February and to sign up with Sheila, she added that there is a public meetings law training is this week.

ADJOURN: 8:15 pm



Prepared by,
Sheila Reed
Assistant to the Executive Director

Jodie Barram, Chair

Donna Owens, Vice-Chair

Deb Schoen

Cary Schneider

Nathan Hovekamp



PLANNING & DEVELOPMENT PROJECT UPDATES January 2025

COMMUNITY AND REGIONAL PARK PROJECTS



Pine Nursery Park Phase 5: The land use application was submitted in November, and the design team is working on engineering and building permit sets ahead of completing the 95% construction document set early 2025.

This project will construct the final features identified in the approved development plan for this highly used community park. Project work includes athletic field lighting, artificial turf infields, pickleball courts, new trail connectivity, ADA access improvements, off-leash dog area improvements, maintenance area improvements, landscaping and irrigation. Budget permitting, the project may also include full-court basketball, pickleball court lighting and pedestrian trail lighting.
<https://www.bendparksandrec.org/project/pine-nursery-park-phase-5/>



Sawyer Park Upgrades: With input from the design team, the National Park Service (NPS) and Oregon Parks and Recreation Department (OPRD) have drafted a memorandum of agreement (MOA) for the cultural and historic resource mitigation, which is in final review with NPS staff. It will then will be sent to the Confederated Tribes of Warm Springs for input, who have been invited to be signatories to the MOA. When the MOA is complete, BPRD will host a public meeting to share information about it. Finally, the city permit review is in progress.

Decades of use and increased visitors to the park has created the need for an improved entrance and parking lot. The plans include relocating the parking area closer to O.B. Riley Road, adding accessible parking, habitat restoration, improving trail accessibility, and the addition of a permanent restroom, picnic shelter and river overlook. This project is funded in part by grants from the Land and Water Conservation Fund and the Local Government Grant Program.
<https://www.bendparksandrec.org/project/sawyerparkupgrades/>

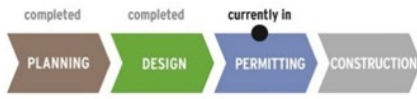
NEIGHBORHOOD PARK PROJECTS



Manzanita Ridge: Award of the construction contract was approved at the December 3, 2024 board meeting. Weather permitting, construction is anticipated to start in early 2025.

This property will provide a new neighborhood park for surrounding residents in Shevlin West. The preferred concept design includes open lawn, picnic facilities, a shade shelter, play areas, soft surface and paved trails, benches, bike parking, and ADA designated street parking. A trailhead for the Manzanita Trail is also located in the park.
<https://www.bendparksandrec.org/project/shevlin-west/>

TRAIL PROJECTS



North Unit Canal Trail – Phase 1: The district has awarded Wilson Curb Inc. a contract for \$89,235.50 for the construction of the trail crossing improvements at Brinson Road. This portion of the project is scheduled to be completed early spring of 2025. The district has also begun sending offers out to private landowners for trail easement acquisitions between Canal Row Park and Deschutes Market Road.

The trail in northeast Bend is planned to be a 10-foot-wide multi-use trail with a primarily compacted gravel surface, similar to other canal trails in Bend, while some portions will have asphalt surface. Phase 1 includes development of the trail between Canal Row Park and the future extension of Yeoman Road, which will also provide access to Pine Nursery Park. The segment of the trail that passes through the new Pahlisch Homes Petrosa subdivision will be transferred to BPRD for management upon completion and will offer connections to interior trails for Fieldstone Park.

<https://www.bendparksandrec.org/project/northunitcanaltrail/>



Riverfront Street Deschutes River Trail Improvements: The City of Bend and the district hosted a second public meeting at the district office on October 29, 2024 to gather public input on two preliminary design concepts that were developed for Riverfront Street. The concepts included both one-way and two-way street designs, each with a 10-foot wide trail in lieu of sidewalk on the west side of Riverfront Street. The meeting was attended by approximately 30 individuals and there was robust conversation about the merits of each design approach. The city is also currently hosting an online survey to solicit additional feedback. The results of this round of public outreach will be evaluated to determine which design alternative to pursue.

Riverfront Street, between Galveston Avenue at Drake Park, to Miller’s Landing Park, is a local street with a sidewalk that has functioned as the DRT for many years. It is one of the last remaining “gaps” along the trail through downtown Bend. In 2023, BPRD and the city signed an intergovernmental agreement as a joint effort lead by the City of Bend and supported by BPRD. The renewed project will seek to improve conditions for trail users as well as replace the street and other public infrastructure as needed. <https://www.bendparksandrec.org/project/deschutes-river-trail-riverfront/>



Discovery Park/Outback Trail Connections: The district’s trail crew recently completed all of the planned neighborhood trail connections and soft surface trails within the newly acquired portions of Discovery Park that connect the Outback Trail to the surrounding neighborhood. They also completed an extension of the Manzanita Trail that parallels to the Outback Trail. These natural surface trails provide critical links between the Discovery West neighborhood, the Outback Trail, and nearby schools.



Manzanita Trail: The district has acquired the final easements and a 3.44-acre piece of property necessary to complete the Manzanita Trail between Discovery Park and Shevlin Park. Construction of a portion of the trail was completed in the fall of 2024 and the trail is planned to be fully constructed in spring of 2025.

COMMUNITY/REGIONAL PROJECTS



Art Station: District staff are currently reviewing the recently received 90% documentation. Permit application is in process, and the project is expected to go to bid in the spring of 2025.

This new facility will be built adjacent to the basketball court at Larkspur Park. It will have an entry space, three classrooms, office space, and restrooms. The surrounding natural space and trails will be a beneficial asset to the Art Station for inspiration and space to create, while preserving the landscape and trail experience to the fullest extent possible.

<https://www.bendparksandrec.org/project/art-station/>



Bend White Water Park Maintenance and McKay Park River Access Project: Staff has reviewed the informational report prepared by the consultant team. Next steps include additional data analysis and site survey, and meeting coordination with regulatory agencies.

Completed in 2016, the Whitewater Park is due for review and maintenance. The first phase of this project will use survey and engineering analysis to compare the current functions of the park with the original design intent. Once the reports are complete, the district will determine a scope of work for a project to update and improve the whitewater park features. The project also includes improving river access for all users at McKay Park. The preferred concept design was completed and approved in 2023 under the McKay, Miller's, and Columbia Park River Access and Restoration project.

<https://www.bendparksandrec.org/project/bend-whitewater-park-maintenance-and-mckay-park-access/>



Miller's Landing Park River Access Project: Mobilization by the contractor has begun on site and construction is expected to last through the winter with completion by summer of 2025.

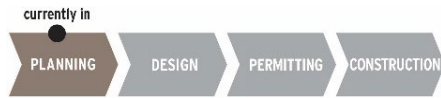
After opening in 2014, the access points no longer serve the population as intended. The new design improves river access for boaters and river users with mobility restrictions by redeveloping the boardwalk, and the access point at the north end of the park will be improved for swimming, wading and slower-current water recreation. The preferred concept design was completed and approved under the 2023 McKay, Miller's, and Columbia Park River Access and Restoration project. Funding for the construction of this project includes grant funds from the Bend Sustainability Fund, the Oregon State Marine Board Waterway Access Grant Program, Oregon's Local Government Grant Program, and a donation from the Joseph & Elizabeth Hoffart Charitable Foundation.

<https://www.bendparksandrec.org/project/millers-landing-river-access-project/>



Columbia Park River Access Project: Final design documents and permit applications are in the works, with an anticipated start date for construction in winter 2025/2026.

The preferred concept design includes bank improvements to enhance the natural area within this reach of river frontage. Also included is a small hardened access point for river users to enter and exit the river, or to sit and relax by the water. This project was prioritized from the 2018 Deschutes River Access and Habitat Restoration Plan and the preferred concept design was completed under the 2023 McKay, Miller's, and Columbia Park River Access project.



South East Bend Regional Park Site (aka Rose Property): Deschutes County held a public hearing for the district’s zone change request on November 12, 2024, and staff is currently waiting for a recommendation to be issued from the Hearings Officer. Once the recommendation is issued, a hearing before the Board of County Commissioners will be scheduled, likely in the early months of 2025. The commissioner’s decision is followed by a 90-day appeal period before the ordinance becomes effective.

Purchased in 2023, this large property of approximately 450 acres was acquired for future community park needs as the city expands in the southeast area.

ASSET MANAGEMENT PROJECTS



Park Services Complex: Schematic design is complete. The design and cost estimate are being reviewed by staff to determine the scope for design development.

The district has executed a purchase and sale agreement (PSA) with the City of Bend for the purchase of their existing utility shop on Boyd Acres Road to become the new Park Services site. This PSA allows the city to occupy the facility until their new facility is complete, which is anticipated at the end of 2025. The district is developing a design for tenant improvements to be constructed once the district takes ownership of the property.



Hollinshead Park ADA and Preferred Concept Design: The design team continues to work on and refine construction documents. Construction is estimated to begin in 2026.

Knowing the importance of this historic property, community members and BPRD staff worked together in 2010 to develop a preferred concept plan for the future of the property. Improvements for the park include a new permanent restroom, ADA-compliant pathways, renovation of the parking area, enclosing the off-leash area, a “history walk” with interpretive signs in collaboration with the Deschutes Historical Society, and a maintenance report to preserve the park’s structures.

<https://www.bendparksandrec.org/project/hollinshead-park/>



Sylvan Park Playground Renovation: With site survey complete, staff is preparing to begin the public outreach campaign in the new year. Feedback from the community and the opportunities and constraints of the site, will be used to develop the design for the playground replacement.

The small wood-based playground was built in 1993, no longer serving the needs of the neighborhood. The district will replace the playground and surfacing, and create an accessible route to the playground from the parking area.

<https://www.bendparksandrec.org/project/sylvan-park-playground-renovation/>



Boys and Girls Club Wall Renovation: Development of schematic design drawings are in progress. Once complete, they will be used to estimate the cost for repairs. The historic resource survey that will help guide the restoration is in progress.

The Boys & Girls Club is a historic building on the National Register of Historic Places. The structure is owned by Bend Park and Recreation District, operated by the Boys & Girls Club on property owned by the Bend-La Pine School District. The entry to the building off of NW Wall Street utilizes an exterior staircase for access to the second floor. The structural wall supporting the staircase is failing and needs to be replaced.

OTHER PROJECTS AND FUTURE DEVELOPMENT

Park Search Area Planning: District planners regularly work with local developers or private property owners to acquire property for new parks and trails in district Park Search Areas as defined by the 2018 Comprehensive Plan: 2024 Midterm Update.

Discovery Park Art Corridor: After the district approved the installation of up to four art pieces along the Outback Trail in Discovery Park, Brooks Resources applied for and received a \$100,000 grant from Visit Bend's Sustainability Fund for the installation of three art pieces; two sculptures and a community labyrinth. The labyrinth has been completed, with the other two sculptures expected to be installed in 2025.

SDC Waivers for Affordable Housing: Park SDC waivers for 637 units have been approved through coordination with the City of Bend's Affordable Housing Committee at a cost to the district of about \$4.16 million in waived SDC fees. The board approved an additional 150 waivers for 2025 and 2026, none of which have been used yet. Staff and legal counsel have completed the necessary deed restriction documents for 15 of the developments, totaling 426 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 32 units.

Diversity, Equity and Inclusion (DEI) Initiative: The DEI committee is working on a communication framework and determining 2025 priorities.

**Board Calendar
2025**

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

JANUARY 21

EXECUTIVE SESSION: Land 4:00 pm

STAFF INTRODUCTIONS

- Chance Becker
- Chris Payne

WORK SESSION

- UDWC Fish Passage – *Kris Knight (15 min)*
- Snow Removal Update – *Mike Duarte and Sasha Sulia (15 min)*
- Park Rules Update – *Julie Brown, Joel Lee and Paul Taylor (30 min)*

BUSINESS SESSION

JANUARY 31

BOARD WORKSHOP 9am – 3pm

FEBRUARY 4

STAFF INTRODUCTIONS

WORK SESSION

- SDC Project List and Ordinance update- *Kristin Toney and Deb Galardi (45 min)*
- Board Stipends – *Sheila Reed (20 min)*

BUSINESS SESSION

- Approve Pinebrook Park Purchase and Sale Agreement – *Sara Anselment (20 min)*

FEBRUARY 7-9 – SDAO Conference

FEBRUARY 18

WORK SESSION

- Strategic Plan Action Item Update – *Rachel Colton (15 min)*

BUSINESS SESSION

- Resolution No. XX - Update SDC project list – *Kristin Toney and Deb Galardi (15min)*
- Public Hearing and First Reading of SDC Ordinance- *Kristin Toney and Deb Galardi (15min)*
- Approve Parkside Place Purchase and Sale Agreement – *Rachel Colton (20 min)*

MARCH 4

WORK SESSION

BUSINESS SESSION

- Public Hearing and Second Reading of SDC Ordinance- *Kristin Toney (5 min)*

MARCH 18

WORK SESSION

- Recreation Survey Results – *Matt Mercer and Michael Egging (30 min)*

BUSINESS SESSION

Future Topics

Website Update/Data Sharing – *Julie Brown*

IGA with NUID for canal trail – *Henry Stroud*

Approve SE Neighborhood Park Purchase and Sale Agreement – *Henry Stroud (20 min)*

Approve Park Purchase and Sale Agreements – *Brian Hudspeth (15 min)*

DEI Update – *Bronwen Mastro*

First Reading Park Rules and Regulation Ordinance – *TBD 30 min*

Second reading of Park Rules –

Placer AI presentation – *Henry Stroud*

Sports and Field Use Policy – *Matt Mercer and Becky Rexford*

Fees and Charges Policy Update – *Matt Mercer*

Employee Engagement Survey Results – *Sheila Reed (30 min)*

CAPRA Update – *Michael Egging (20 min)*

Deschutes River Trail Connection – *Henry Stroud (30 min)*