



Bend Metro Park & Recreation District

April 1, 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

April 1, 2025

District Office Building | 799 SW Columbia | Bend, Oregon



4:00 pm EXECUTIVE SESSION

The board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. 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.

AGENDA

The board will meet 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/81492874137?pwd=lbOwoSKVFsLbsWus4AaYbKYz2aNuFW.1>

Passcode:541688

Or Telephone:

1 669 900 6833

Webinar ID: 814 9287 4137

Passcode: 541688

5:30 pm CONVENE MEETING

ROLL CALL

EMPLOYEE RECOGNITION

Adam Kau, Customer Service Supervisor

- Chris King
- Mary Brooks

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. Recreation Programming Plan Board Input – *Matt Mercer (30 min)*

CONSENT AGENDA

1. Employee Health Insurance Contract

BUSINESS SESSION

1. Public Hearing and Approve Findings and Resolution No. 2025-01 for Alternative Contracting Method for JSFC Pool Cover – *Brian Hudspeth (15 min)*
2. Resolution No. 2025-02 - Caldera Ranch Annexation – *Henry Stroud (15 min)*
3. Needs Based Assistance Report for FY 24-25 and Approve Plan for FY 25-26 – *Matt Mercer (40 min)*

MEETING SUMMARY – 3/18/2025

EXECUTIVE DIRECTOR’S REPORT

REPORTS – 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:	April 1, 2025
SUBJECT:	Recreation Programming Plan Board Input
STAFF RESOURCE:	Matt Mercer, Recreation Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities
Strategy:	Monitor and adapt programming to meet community needs

BACKGROUND

The Recreation Programming Plan is an overarching planning document that guides district recreation programming priorities over the next five years. It is complementary document to the district Comprehensive Plan which focuses on infrastructure needs and references the Recreation Programming Plan to address recreation programming priorities. The Recreation Programming Plan also complements and supports the district Strategic Plan which is more internally focused and district-wide in scope. The Recreation Programming Plan is also a best practice and is required for CAPRA accreditation.

The current Recreation Programming Plan is nearing the end of the 5-year cycle and staff are in the process of developing the next plan for 2025-2030. Major inputs into the plan include: the 2025 community recreation survey and other recent surveys; district comprehensive and strategic plans; community demographics and trends; BPRD user data, demographics and trends; recreation industry trends; district staff and board input; and feedback from district program evaluations.

Staff will seek board input into the plan and future recreation priorities during the work session. The board received a copy of the current Recreation Programming Plan via email. Staff attached 2025 community recreation survey results for background to this board report (attachment A). Specifically, staff would be interested in learning board thoughts on the following:

- What opportunities and challenges do you see in continuing to deliver quality recreation programs to the community?
- Are there any new priorities or changes in direction you would like to see considered?
- What are the top priorities you would like to see recreation focus on in the coming years?

Board input will be integrated into the plan’s development. The board will have an opportunity to review a complete draft of plan before adoption in May 2025.

BUDGETARY IMPACT

The district invested \$25,000 in the Community Recreation Programming Survey which was included in the adopted Fiscal Year 24-25 budget. There are no other direct costs associated with the development of the plan as district staff are preparing it in-house.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

Attachment A: Community Recreation Survey 2025 Presentation
Recreation Programming Plan 2020-25 (sent separately via email)



BEND PARK AND RECREATION DISTRICT

2025 Community Recreation Survey Results

TABLE OF CONTENTS



- Introduction
- Methodology
- Key Findings
- Living in Bend
- Demographics
- Current Usage
- Needs and Needs Met
- Future Priorities
- Financial Choices



INTRODUCTION

- The objective of this research was to collate comprehensive feedback from residents regarding the Bend Park and Recreation District (BPRD)'s needs and priorities for recreation programs and services
- The survey instrument was informed by the insights gained from the 2018 Community Recreation Survey, allowing for an evaluation of evolving public opinion regarding BPRD's offerings over time.
- The methodology and subsequent data analysis undertaken in this study are intended to guide BPRD in formulating strategies that align with the community's expressed preferences and priorities.





RESEARCH METHODS

1

Statistically Valid (Invitation Survey)

Surveys were mailed to a systematic random sample of residential addresses in BPRD, with the option to complete online through a password-protected website (one response per household). The survey was also available in Spanish online.



695

Invitation surveys completed
+/- 3.7% Margin of Error

2

Open Link Survey

Later, the online survey was made available to all BPRD stakeholders and was shared via BPRD communication channels.



1,498

Open Link surveys completed

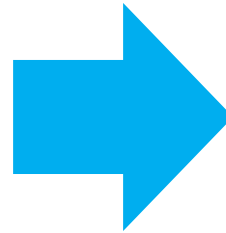
2,193
Total Surveys
Completed

5,196 Surveys Mailed



WEIGHTING THE DATA

The demographic profile of the Invite sample is compared to known statistics of Bend residents using 2020 U.S. Census Data.



Underlying data from the invitation survey is weighted by age, housing status, and ethnicity of Bend Park and Recreation District residents to ensure appropriate representation.

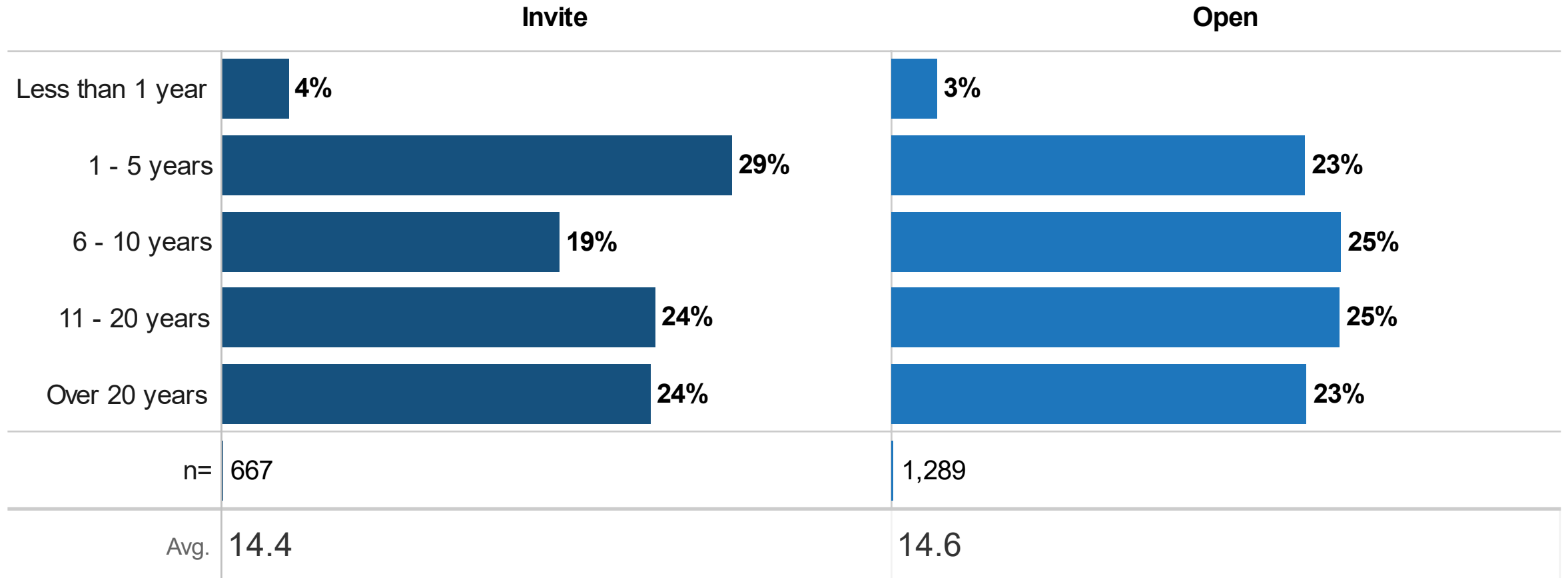
The weighting process changes the results only slightly but ultimately makes the results more accurate and representative of the population.



LIVING IN BEND

LENGTH OF TIME IN BEND AREA

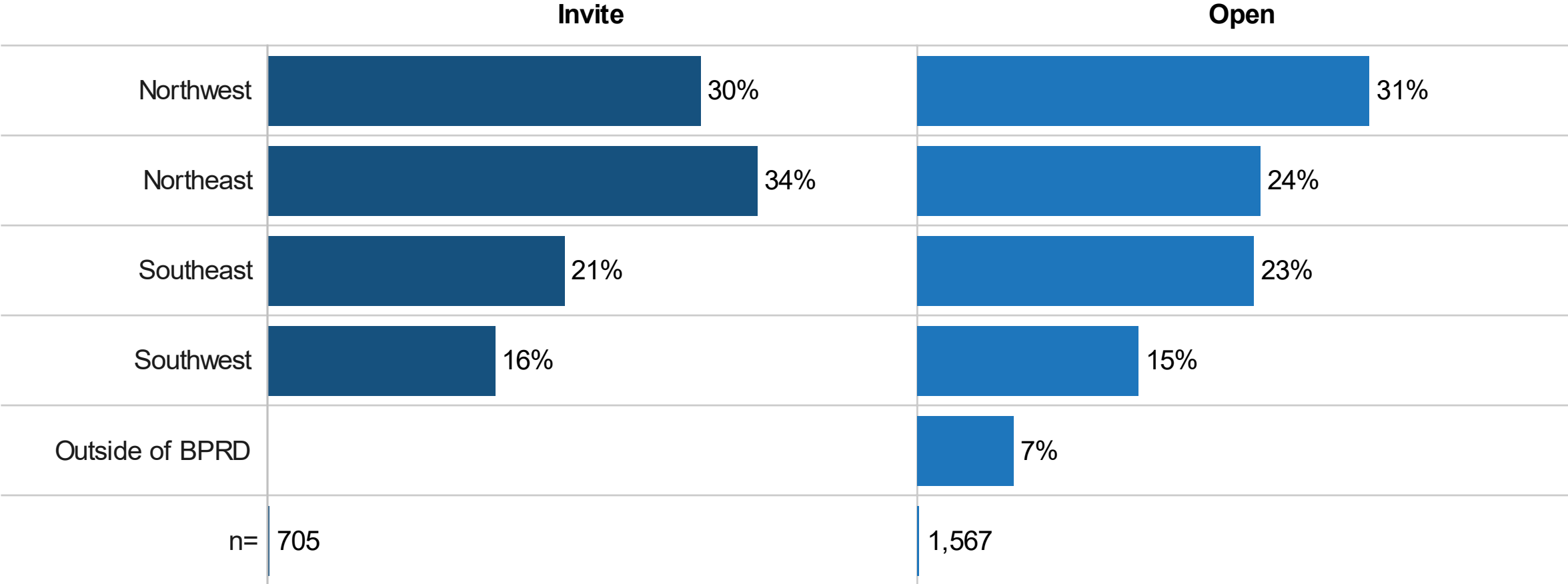
How many years have you lived in the Bend area?



Source: RRC

LOCATION IN BEND AREA

In what part of town do you live?



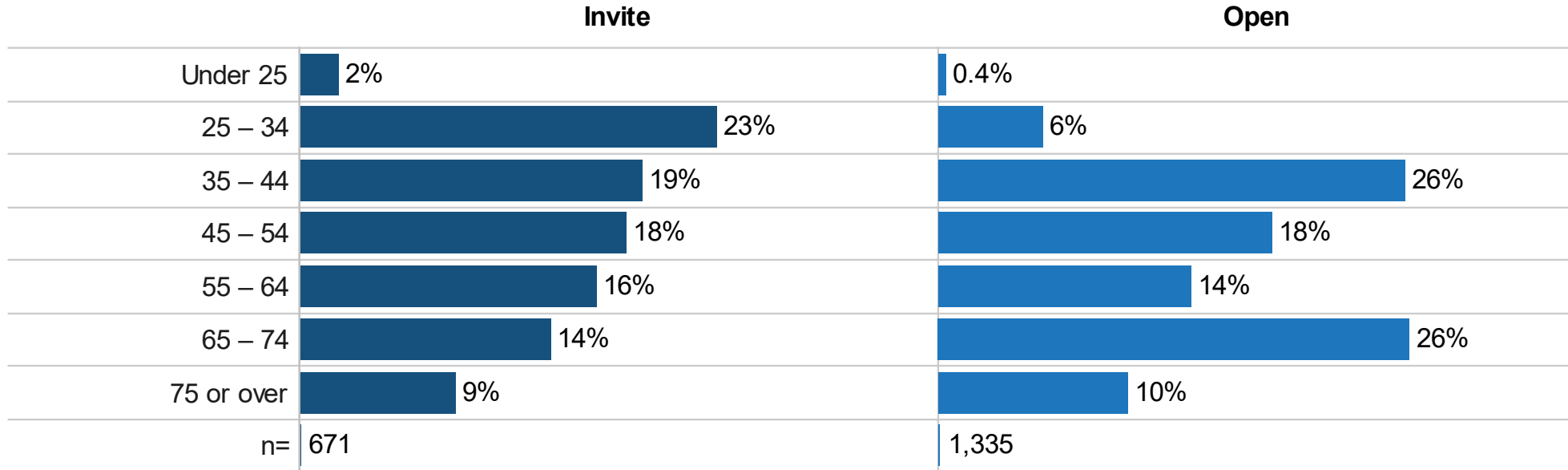
Source: RRC Associates



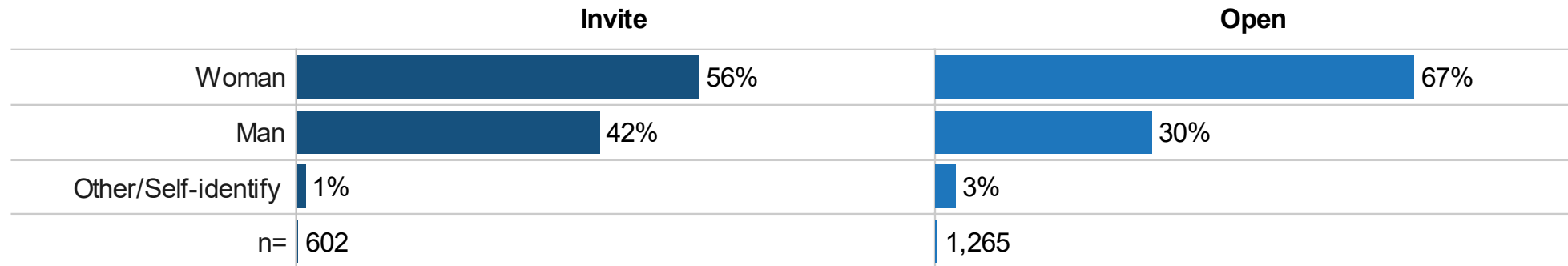
DEMOGRAPHICS

RESPONDENT AGE & GENDER

What is your age?

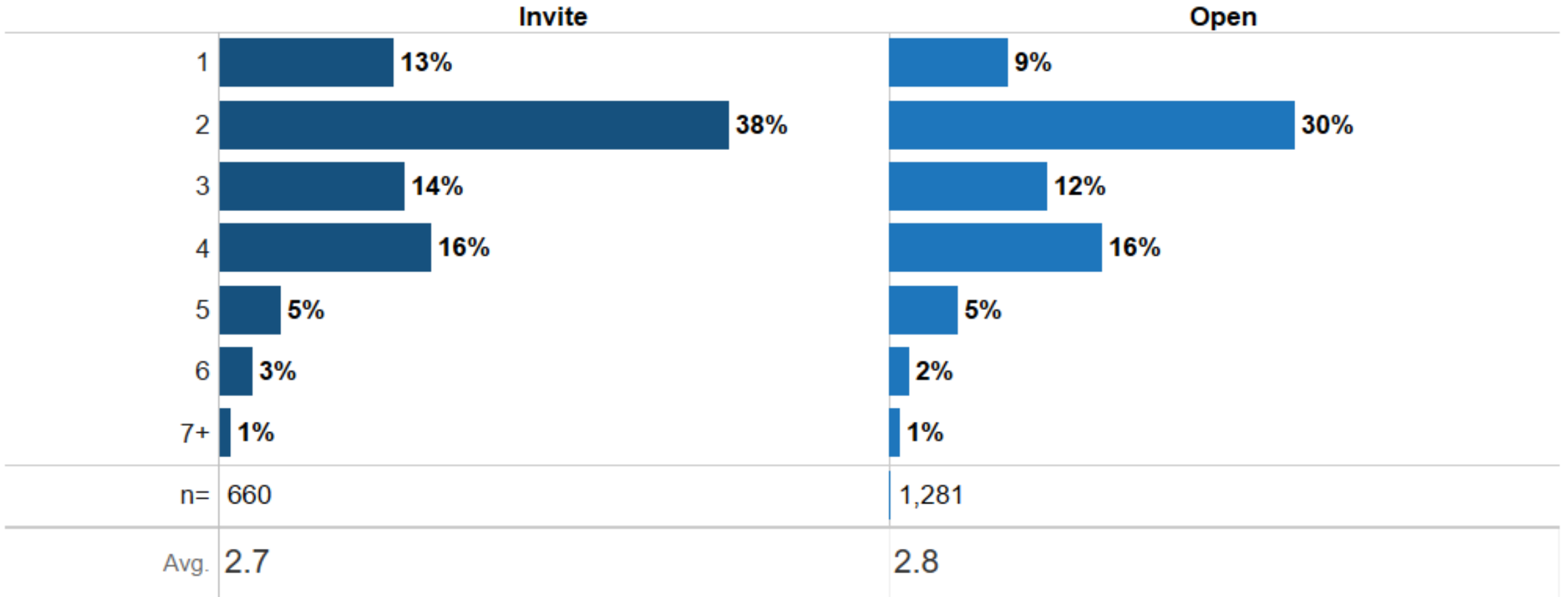


Please indicate the gender with which you identify:



HOUSEHOLD MAKEUP

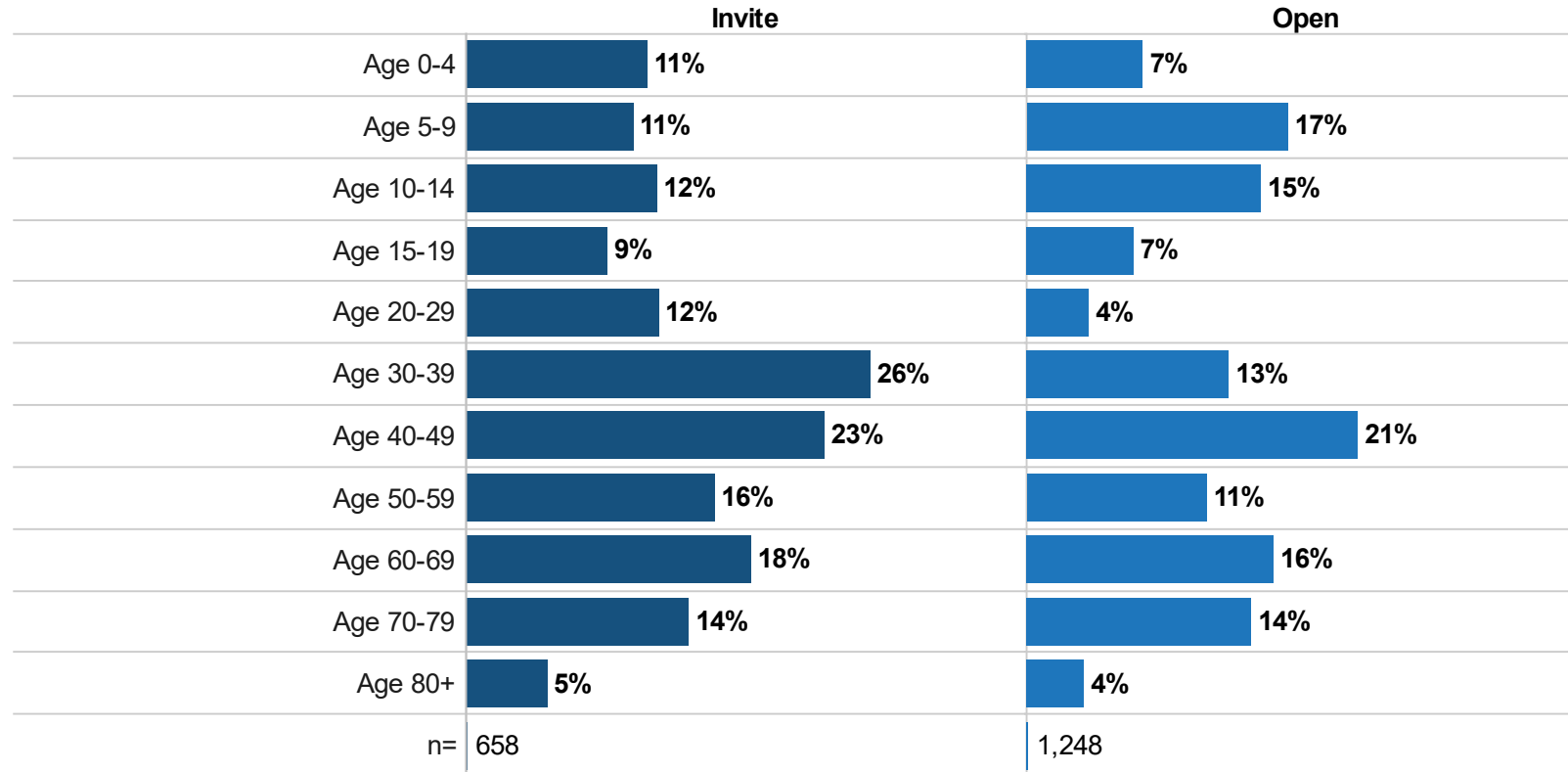
Including yourself, how many people in total typically reside in your household?



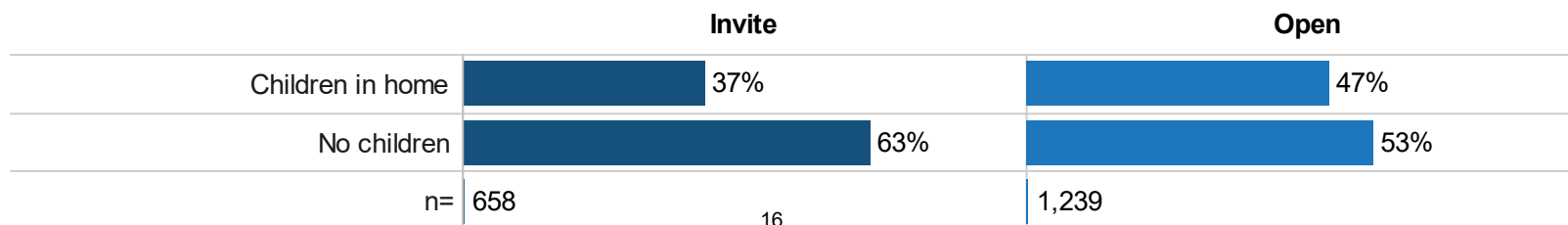
Source: RRC

HOUSEHOLD MAKEUP

Age groups present in household:

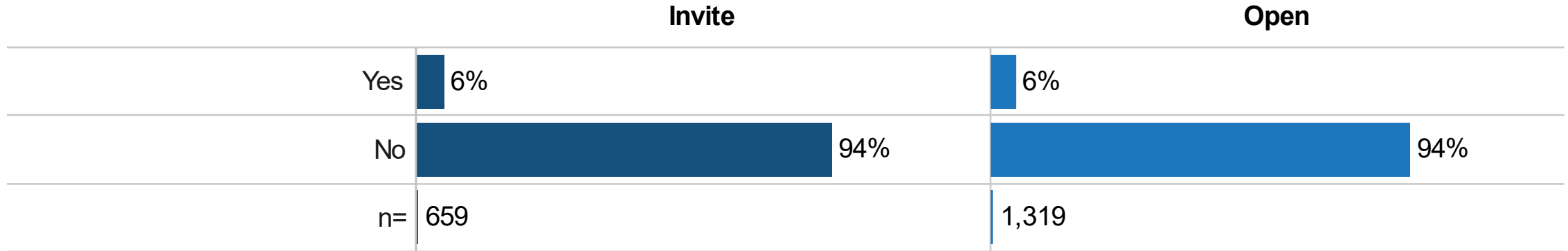


Presence of Children 19 or Under in Household:

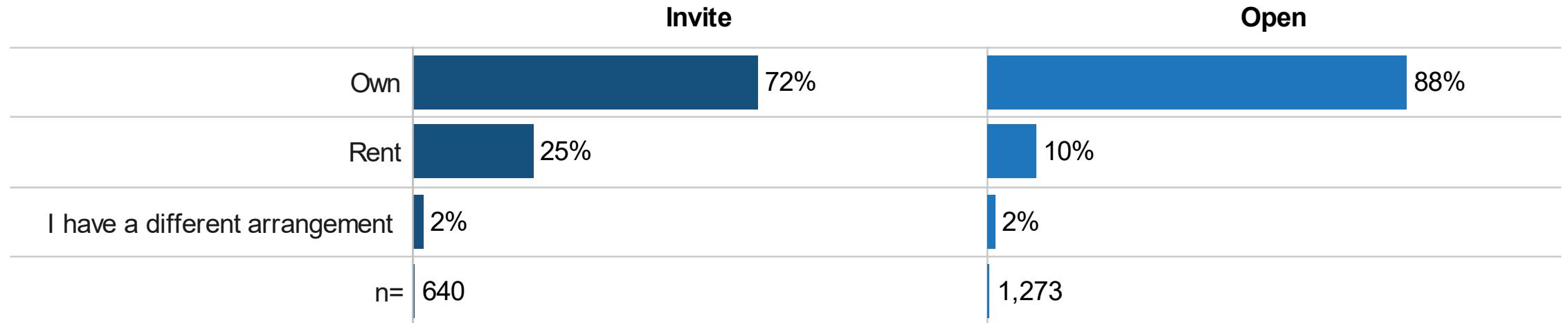


HOME OWNERSHIP & ADA NEEDS

Does your household have a need for ADA-accessible (Americans with Disabilities) facilities and services?



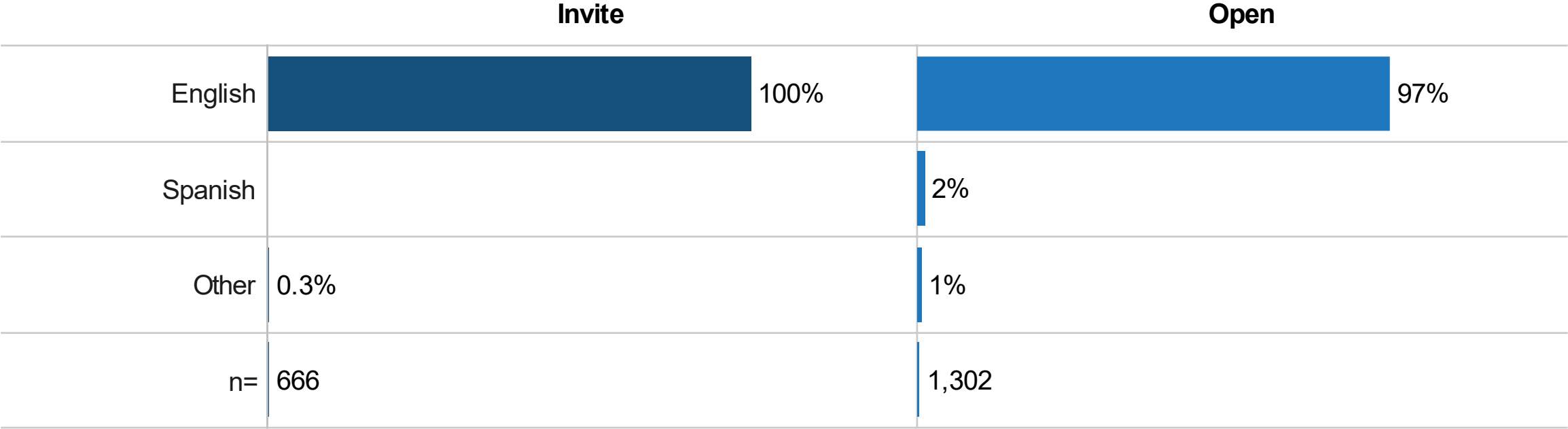
Do you own or rent your home, or do you have a different arrangement in Bend?



Source: RRC

LANGUAGE SPOKEN

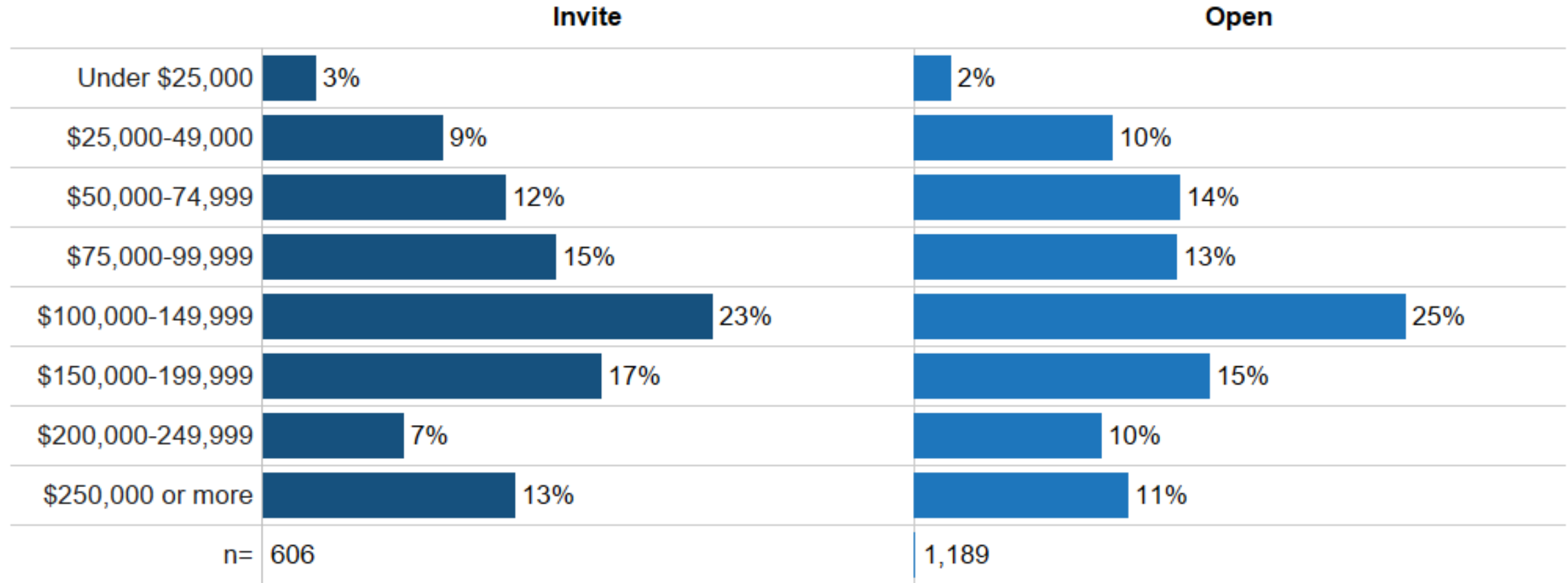
What is your household's primary language?



Source: RRC Associates

INCOME

Which of these categories best describes the total gross annual income of your household (before taxes)?



Source: RRC Associates

ETHNICITY & RACE

What race or ethnicity do you consider yourself to be?

	Invite	Open
White	82%	65%
Hispanic or Latino	7%	4%
Asian	2%	2%
American Indian and Alaska Native	1%	1%
Native Hawaiian and Other Pacific Islander	1%	1%
Black or African American	1%	1%
Middle Eastern or North African (MENA)	0.1%	0.3%
Some other race/ethnicity	3%	3%
n=	668	1,247

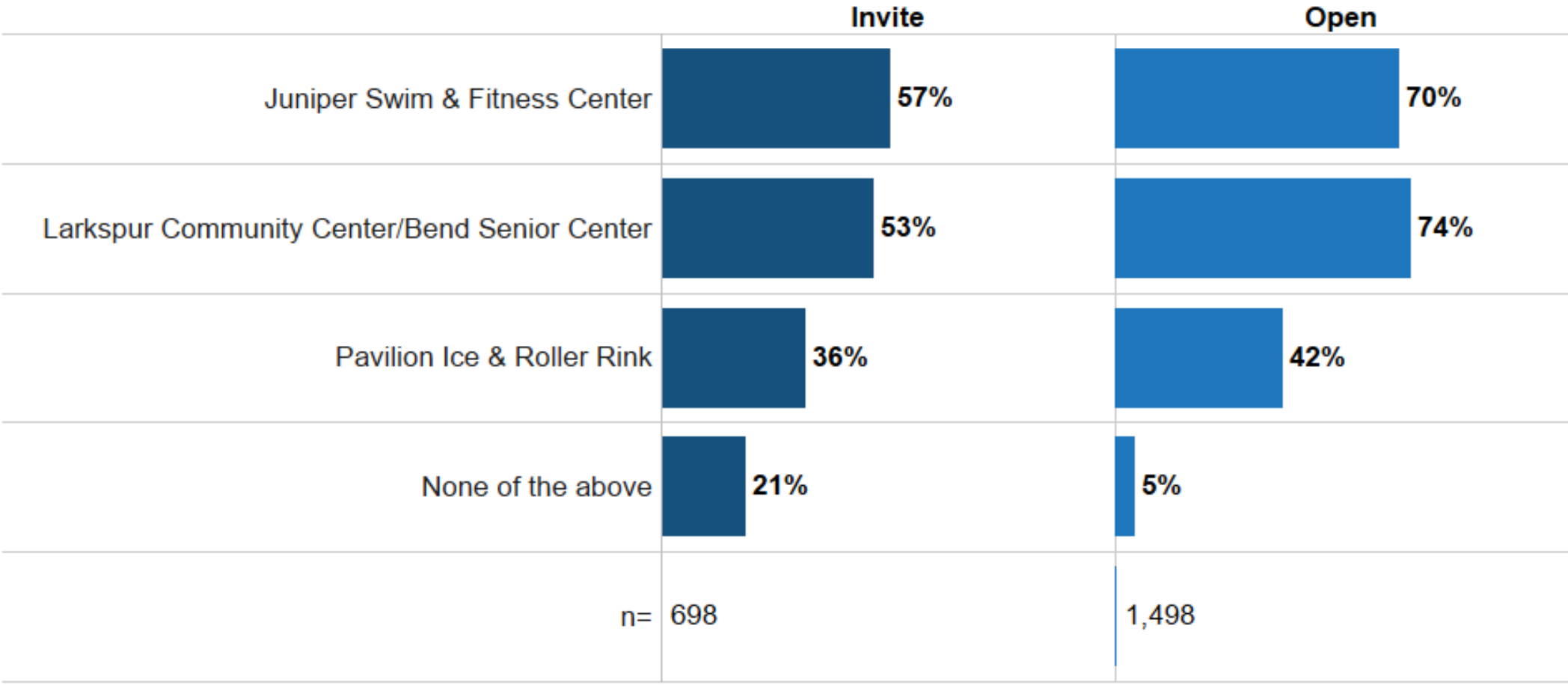
Source: RRC



CURRENT USAGE

USE OF RECREATION CENTERS

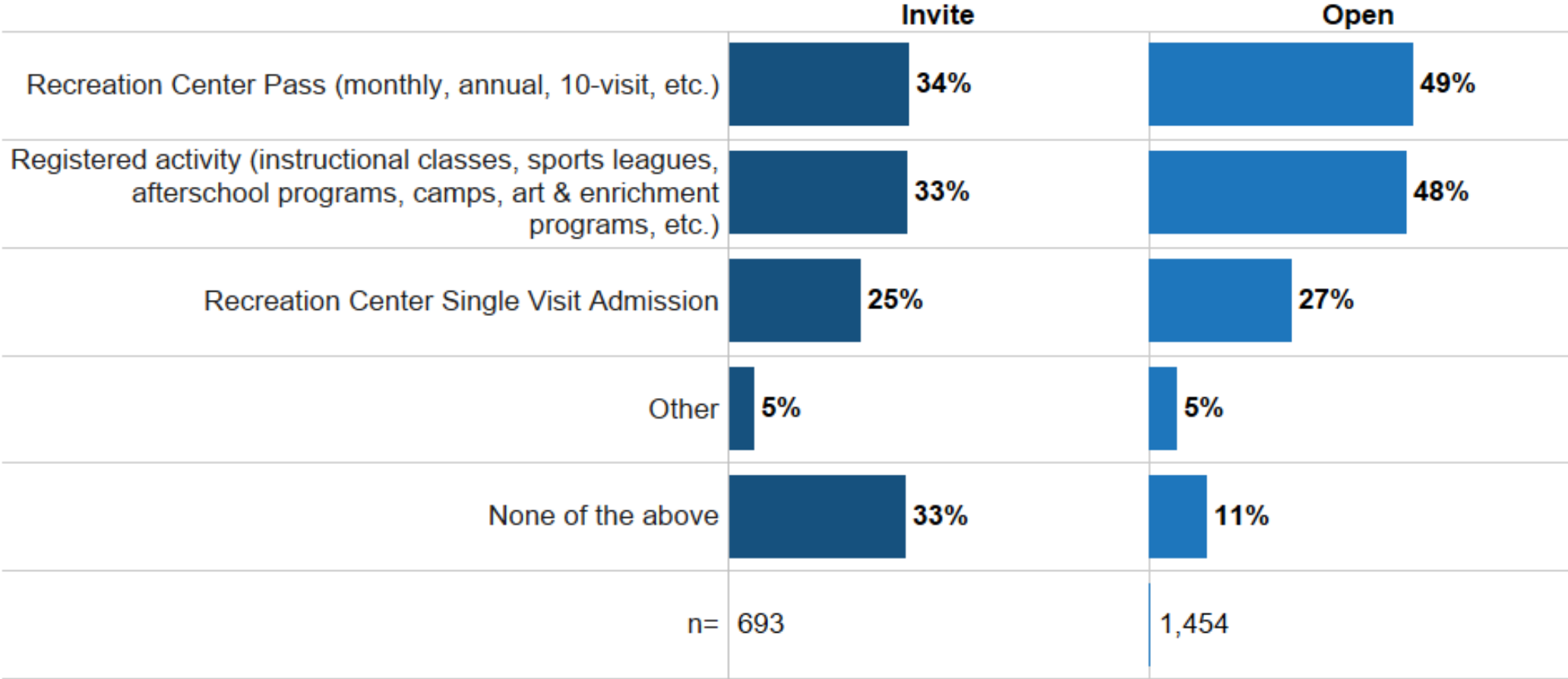
Have you or other members of your household visited the following Bend Park & Recreation District (BPRD) recreation centers in the past year? (Select all that apply)



Source: RRC

PARTICIPATION IN BPRD ACTIVITIES

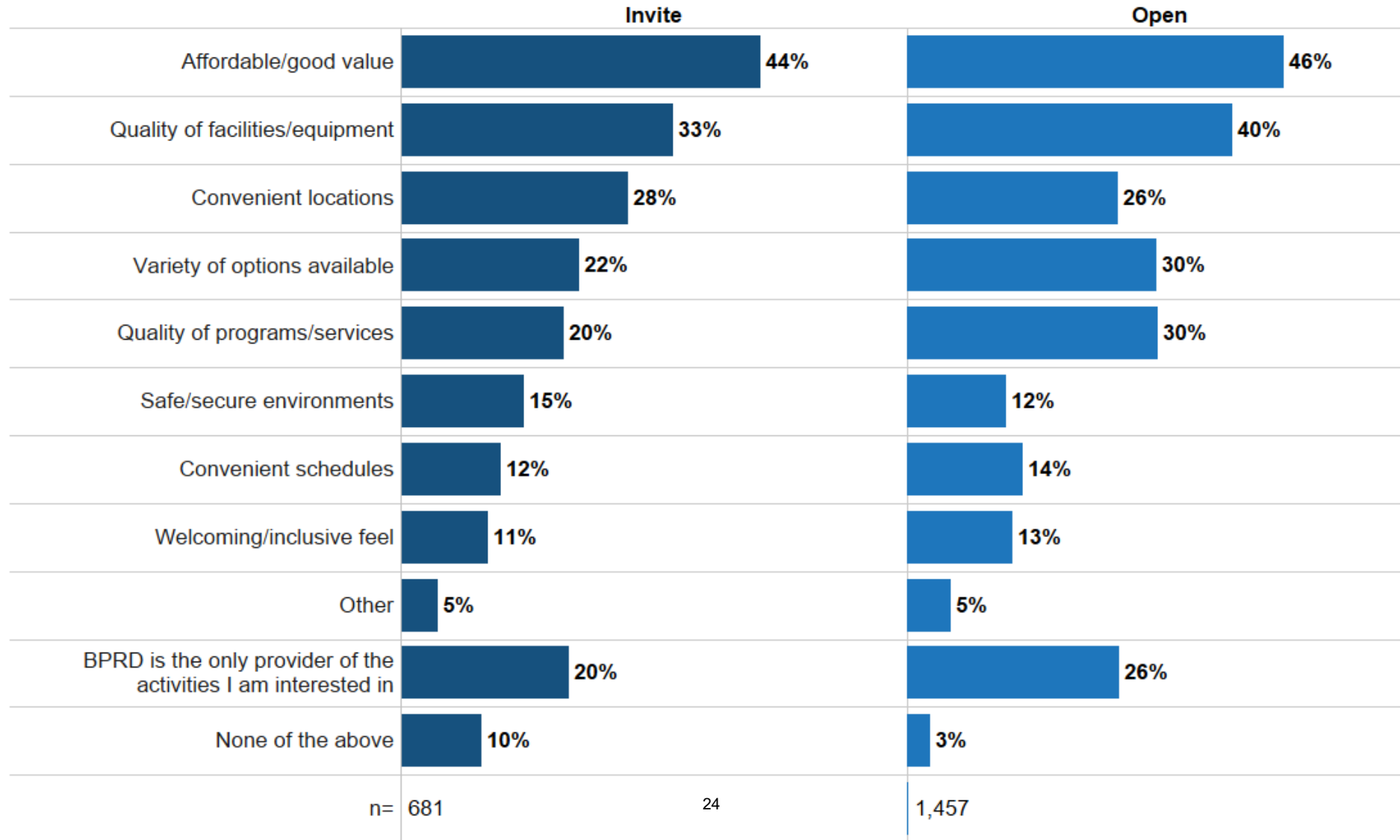
Have you or other members of your household signed up for any of the following BPRD activities in the past year? (Select all that apply)



Source: RRC

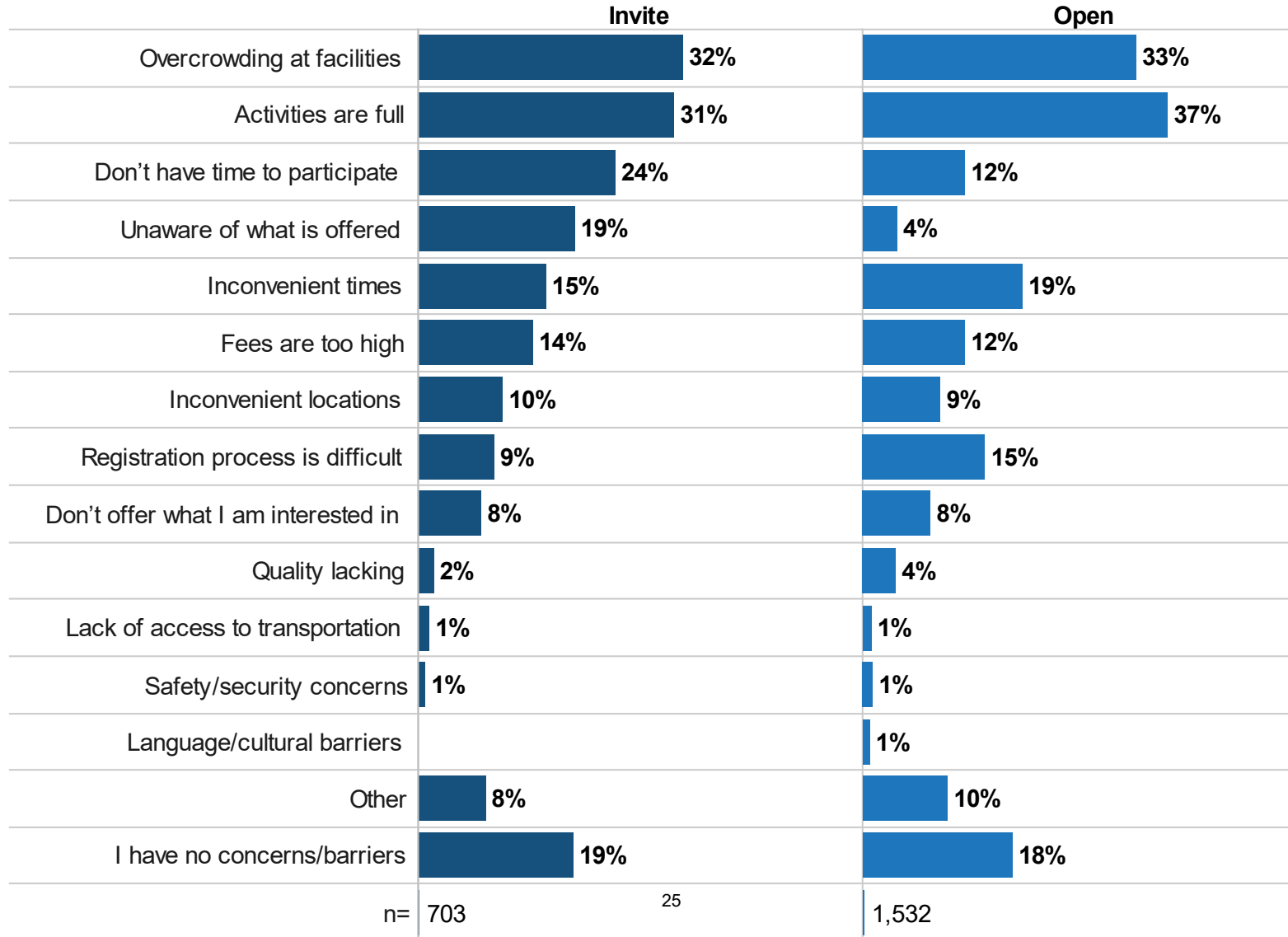
TOP 3 REASONS FOR USE

What are your TOP THREE reasons why you HAVE used BPRD programs and facilities? (Select up to three)



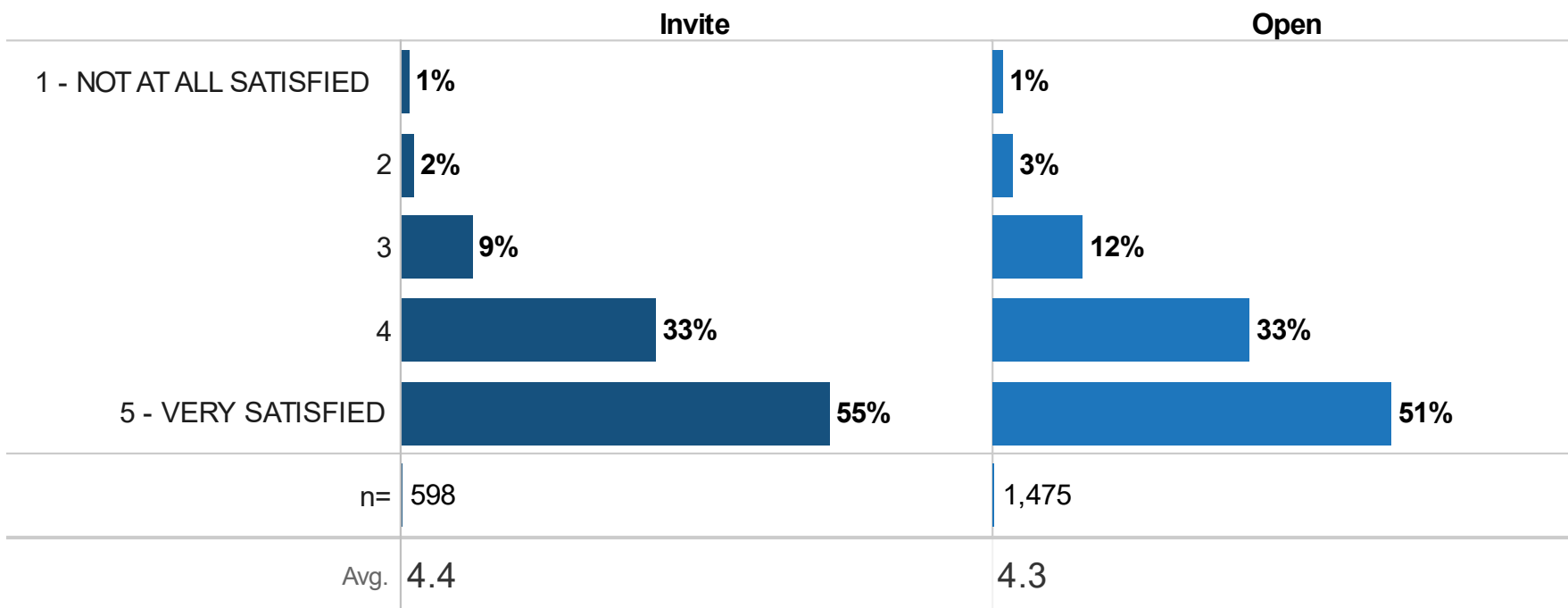
BARRIERS TO INCREASED USE

What are the reasons why you do not use BPRD programs as much as you would like or not at all?

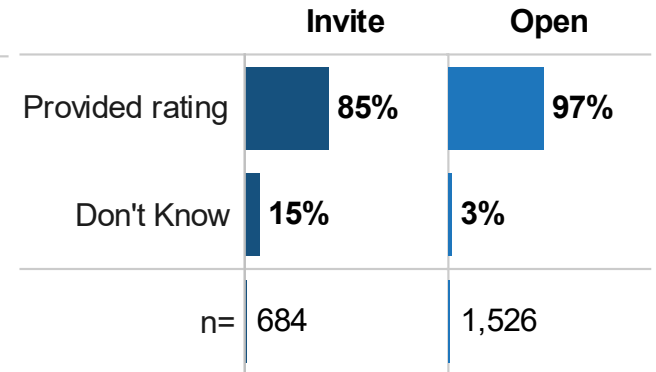


SATISFACTION WITH BPRD FACILITIES AND PROGRAMS

How satisfied have you and your household been with the quality of BPRD facilities and programs?
 (Excludes don't know)



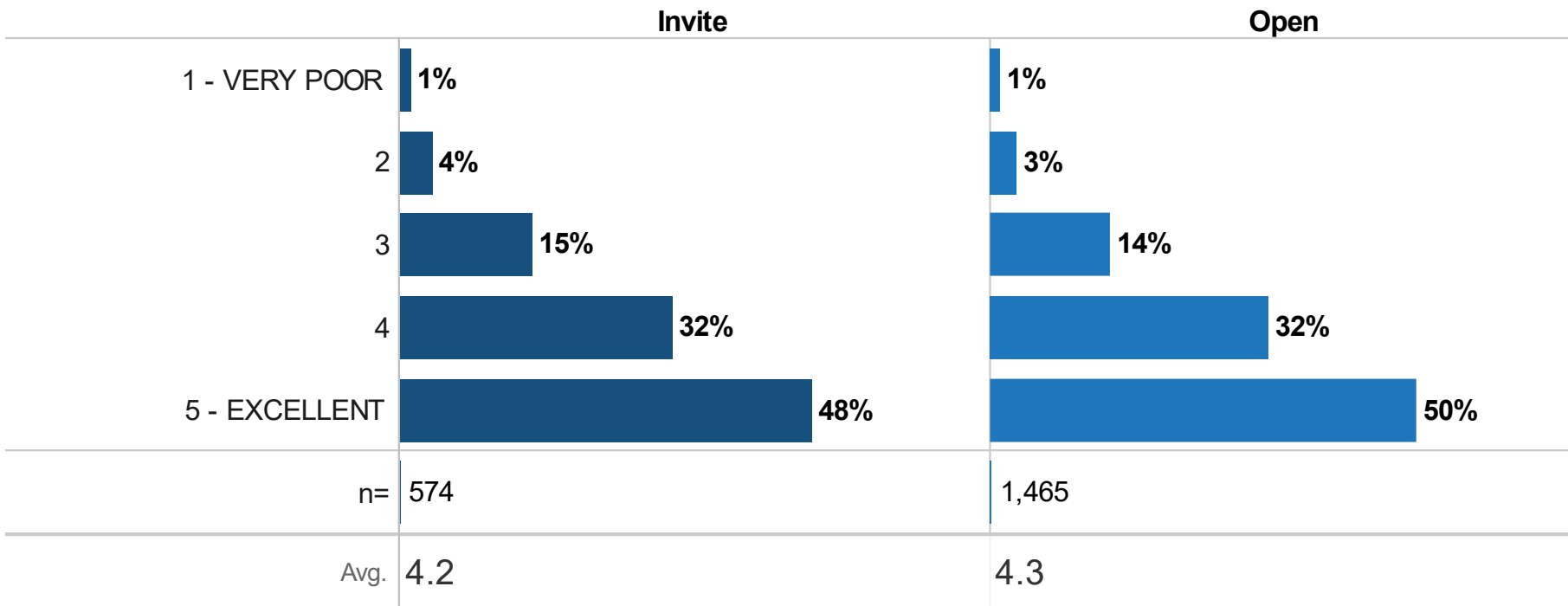
Percent of total respondents:



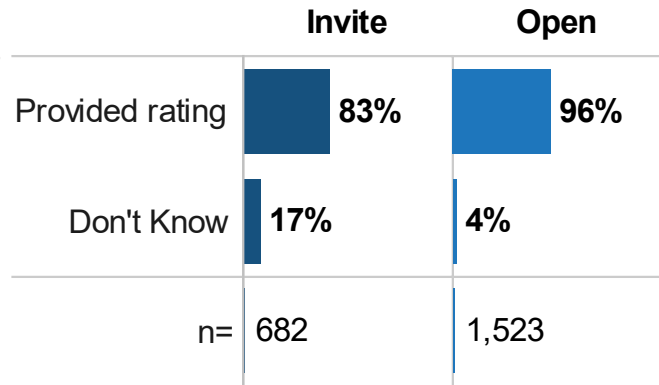
Source: RRC

RATINGS OF VALUE

How would you rate the value received for the price paid for recreation programs and facilities?
 (Excludes don't know)



Percent of total respondents:

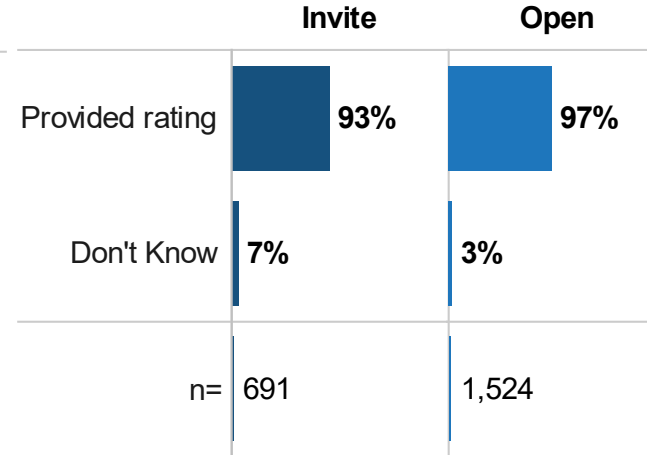
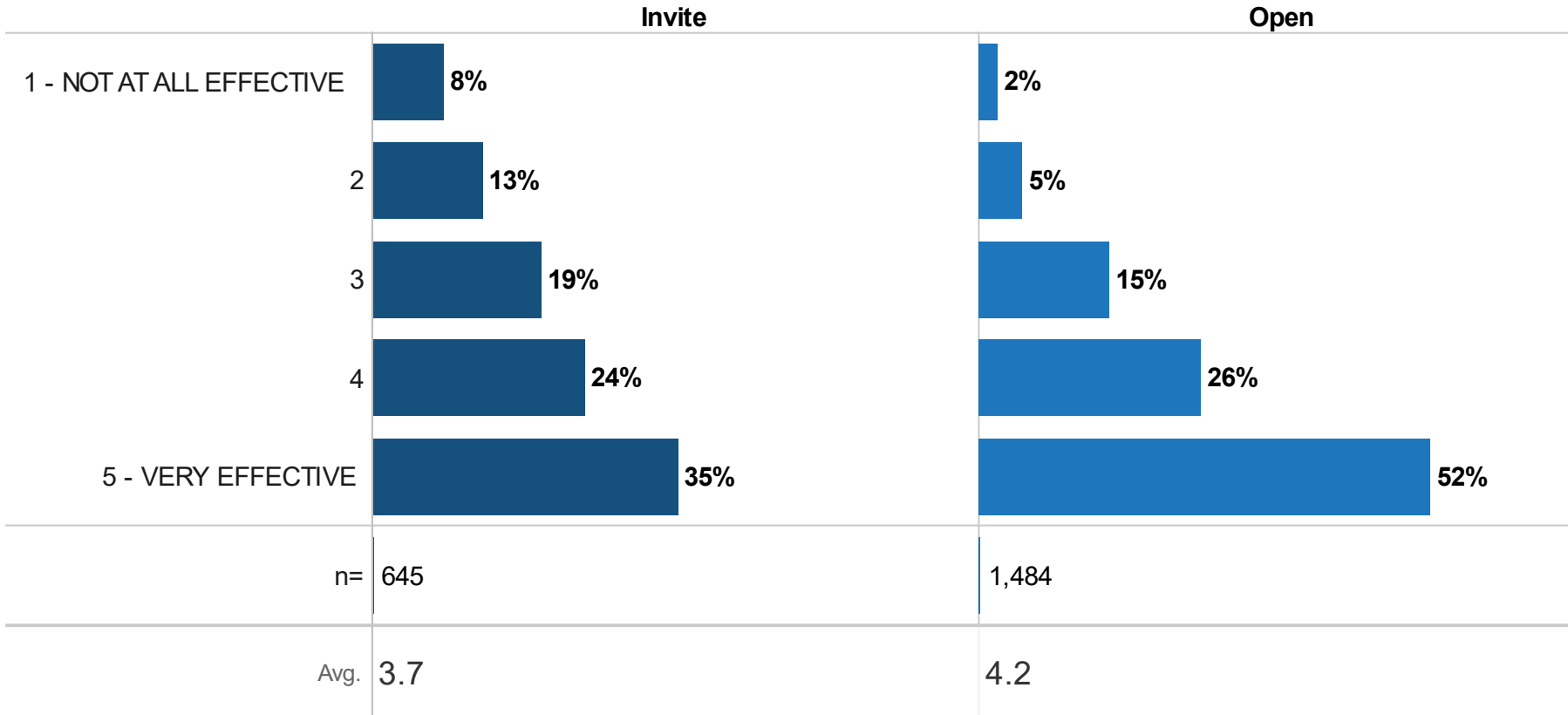


Source: RRC

EFFECTIVENESS OF COMMUNICATION

How effective is BPRD at reaching you with information about recreation programs, activities and facilities?
(Excludes don't know)

Percent of total respondents:



Source: RRC



NEEDS & NEEDS MET

RECREATION ACTIVITY NEEDS AND INTERESTS INVITE SAMPLE

Please indicate if you or any member of your household has a need for or interest in each of the recreation activities listed below:

■ Yes ■ No

Rating Category	n=	Percent No/Yes	
Fitness Center/Weight room	643	72%	28%
Swimming activities (lap, recreation, lessons)	634	71%	29%
Group exercise/Fitness classes	631	63%	37%
Outdoor adventure and nature programs	611	58%	42%
Enrichment classes (dance, cooking, theater, etc.)	625	58%	42%
Recreational sports leagues	612	47%	53%
Art and Craft classes	621	43%	57%
Skating activities (ice or roller)	612	42%	58%
Competitive/select sports leagues	624	42%	58%
Science and technology classes (robotics, coding, STEM, etc.)	600	28%	72%
Summer/Non-school day camps	613	23%	77%
Senior social activities (games, movies, dances, etc.)	622	21%	79%
Afterschool care (Kids INC)	619	15%	85%
Outreach and support to underserved populations	591	13%	87%
Programs for people with disabilities	604	13%	87%
Other	161 ₃₀	22%	78%

Source: RRC Associates, Invite Sample

**RECREATION ACTIVITY
NEEDS MET
INVITE SAMPLE**

(If yes) Please rate how well your household's needs are being met, keeping in mind that there may be other entities that provide similar activities.

Rating Category	Avg.	n=	NOT AT ALL MET 1	SLIGHTLY WELL MET 2	MODERATELY WELL MET 3	VERY WELL MET 4	COMPLETELY MET 5	Percent 4 & 5
Fitness Center/Weight room	3.9	373	5%	6%	23%	26%	40%	66%
Skating activities (ice or roller)	3.8	163	5%	10%	19%	32%	34%	66%
Swimming activities (lap, recreation, lessons)	3.8	343	8%	9%	20%	23%	39%	62%
Group exercise/Fitness classes	3.8	312	5%	9%	22%	30%	33%	63%
Senior social activities (games, movies, dances, etc.)	3.4	120	12%	6%	29%	28%	24%	52%
Outdoor adventure and nature programs	3.4	192	10%	13%	27%	26%	25%	51%
Summer/Non-school day camps	3.4	96	8%	16%	30%	20%	26%	46%
Competitive/select sports leagues	3.4	158	12%	12%	25%	24%	26%	50%
Afterschool care (Kids INC)	3.4	71	20%	7%	24%	17%	33%	50%
Recreational sports leagues	3.3	172	11%	16%	25%	29%	20%	49%
Art and Craft classes	3.3	167	12%	13%	34%	19%	22%	41%
Enrichment classes (dance, cooking, theater, etc.)	3.1	226	11%	20%	30%	25%	14%	39%
Programs for people with disabilities	3.0	45	26%	11%	22%	21%	21%	42%
Science and technology classes (robotics, coding, STEM, etc.)	2.9	86	17%	22%	26%	25%	10%	35%
Outreach and support to underserved populations	2.7	26 ₃₁	27%	16%	32%	13%	13%	26%

COMMUNITY PRIORITIES

INVITE SAMPLE

Please indicate how much of a priority it is for BPRD to provide this service to the community as a whole, with the understanding that most require tax support and other entities may provide similar activities.

Rating Category	Avg.	n=	LOW PRIORITY 1	2	3	4	VERY HIGH PRIORITY 5	Percent 4 & 5
Swimming activities (lap, recreation, lessons)	4.1	594	8%	3%	13%	24%	52%	76%
Programs for people with disabilities	4.0	577	11%	4%	13%	20%	51%	71%
Fitness Center/Weight room	3.9	600	8%	4%	18%	26%	44%	70%
Afterschool care (Kids INC)	3.9	582	15%	4%	8%	16%	56%	72%
Group exercise/Fitness classes	3.9	592	7%	5%	20%	26%	42%	68%
Summer/Non-school day camps	3.9	574	13%	5%	16%	18%	49%	67%
Senior social activities (games, movies, dances, etc.)	3.8	586	11%	6%	17%	22%	44%	66%
Recreational sports leagues	3.8	570	9%	7%	19%	25%	40%	65%
Outdoor adventure and nature programs	3.8	587	8%	6%	21%	30%	35%	65%
Outreach and support to underserved populations	3.7	557	14%	8%	14%	19%	44%	63%
Competitive/select sports leagues	3.5	568	16%	8%	19%	27%	31%	58%
Enrichment classes (dance, cooking, theater, etc.)	3.4	578	11%	10%	30%	28%	22%	50%
Science and technology classes (robotics, coding, STEM, etc.)	3.4	564	14%	11%	25%	23%	27%	50%
Skating activities (ice or roller)	3.3	566	13%	13%	28%	22%	24%	46%
Art and Craft classes	3.3	570	14%	11%	29%	27%	19%	46%

32

Source: RRC Associates, Invite Sample

Rating categories are sorted by average rating in descending order.

SUPPORT FOR UNDERSERVED AND UNDER-RESOURCED COMMUNITIES

How supportive are you of the following actions to facilitate participation in recreation activities from historically and currently underserved and under-resourced communities?

Rating Category	Avg.	n=	NOT AT ALL SUPPORTIVE 1	2	3	4	VERY SUPPORTIVE 5	Percent 4 & 5
Offer free and low-cost activities for lower-income residents	4.1	646	6%	6%	15%	22%	51%	73%
Provide scholarships and fee waivers to assist lower-income residents participate in recreation programs	4.0	641	5%	8%	14%	25%	49%	74%
Conduct outreach efforts to inform and engage underserved communities	3.8	635	8%	9%	20%	17%	45%	62%
Offer culturally responsive programs such as classes in Spanish	3.7	638	10%	10%	18%	19%	42%	61%
Provide priority registration for residents facing substantial participation barriers	3.6	632	12%	11%	22%	21%	35%	56%

Source: RRC Associates, Invite Sample

Rating categories are sorted by average rating in descending order.

ENHANCING RECREATION OPPORTUNITIES

How supportive are you of the following actions which BPRD could take to enhance recreation opportunities, if additional funding was available?

Rating Category	Avg.	n=	NOT AT ALL SUPPORTIVE 1	2	3	4	VERY SUPPORTIVE 5	Percent 4 & 5
Keep fee increases to a minimum	4.4	654	1%	4%	12%	21%	62%	83%
Expand capacity in current programs and facilities to serve more people	4.2	647	4%	3%	17%	23%	52%	75%
Improve quality of program and services	4.0	643	3%	5%	21%	25%	46%	71%
Build additional recreation facilities/amenities	3.9	648	5%	8%	21%	21%	46%	67%
Offer new programs to meet different interests	3.9	643	4%	10%	20%	27%	40%	67%
Increase support for underserved populations	3.7	648	9%	10%	21%	20%	40%	60%

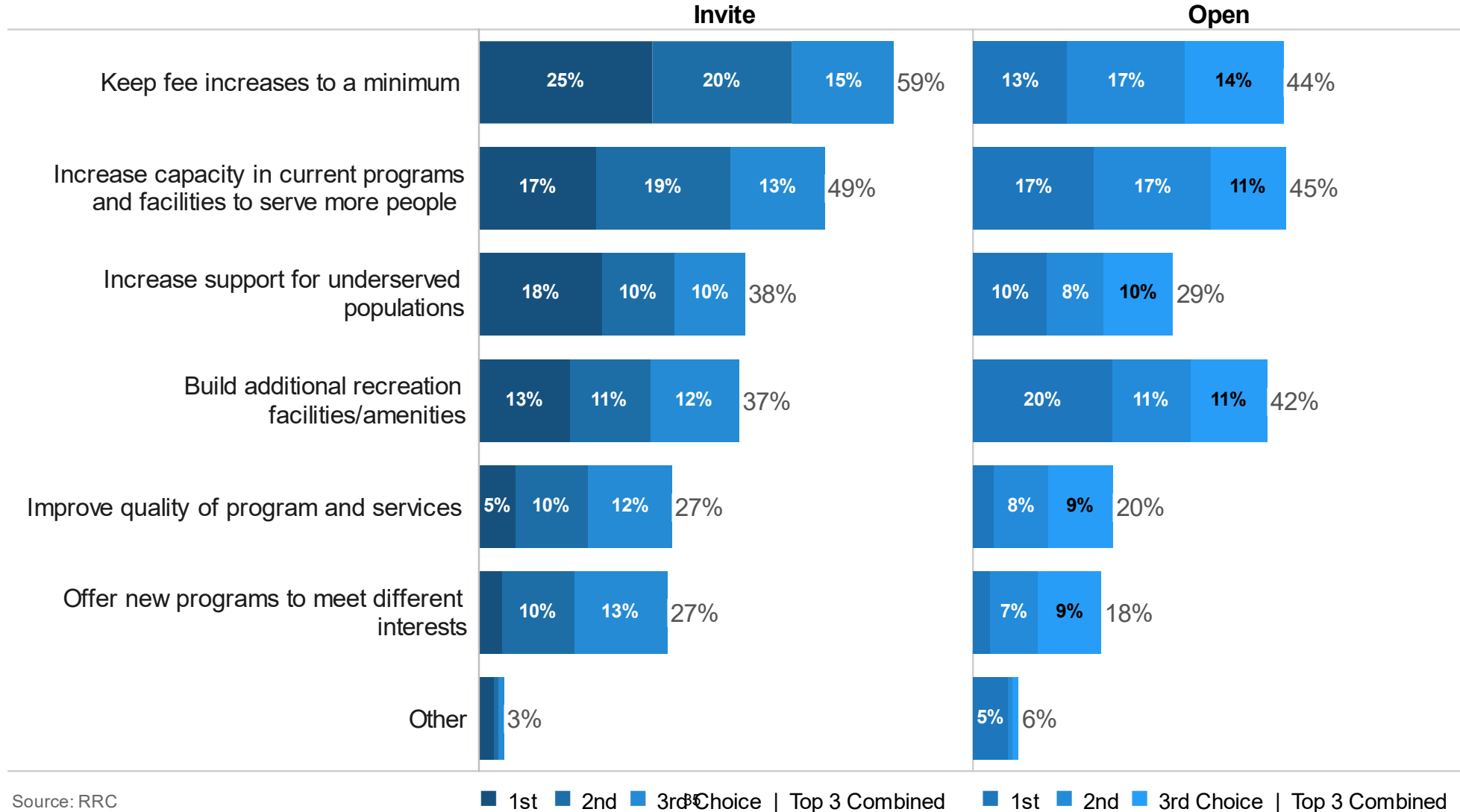
Source: RRC Associates, Invite Sample

Rating categories are sorted by average rating in descending order.

ENHANCING RECREATION OPPORTUNITIES

TOP 3 PRIORITIES

Select the TOP THREE actions that are most important for the district to focus on.



ADDITIONAL COMMENTS & SUGGESTIONS

Respondents were offered an opportunity at the end of the survey to provide any additional comments and suggestions for the future of BPRD. A total of 973 additional comments were received from both samples. Common themes are outlined below, and a list of full responses is included in the Appendix.



Fitness & Classes

- High interest in fitness classes, including yoga and virtual options.
- Positive feedback on the quality of instructors and the variety of classes.
- Desire for more fitness programming and flexible class schedules.



Swimming and Pools

- Concerns about access to swimming pools, particularly for lap swimming and swim lessons.
- Suggestions to improve scheduling and capacity at facilities like Juniper and Larkspur.
- Need for more swim lessons, especially for children and underserved communities.



Parks and Community Programs

- Comments highlight the value of Bend's parks and community-focused programs.
- Requests for expanded amenities, including ice facilities and diverse recreational offerings.
- Emphasis on maintaining and enhancing green spaces and community parks.



Sports Facilities

- Demand for more sports fields, particularly for baseball, softball, and youth sports.
- Interest in indoor sports facilities to support year-round activities.
- Requests for better maintenance and availability of sports fields.



Appreciation for BPRD

- Many respondents express gratitude for the work BPRD is doing.
- Positive feedback on the quality of services and the overall direction of the district.
- Some comments specifically thank BPRD for conducting the survey and engaging the community.



Facility Amenities and Parking

- Issues with parking availability at Larkspur and Juniper centers.
- Comments on overcrowding in fitness and community rooms.
- Requests for improvements in amenities such as steam rooms and general facility upgrades.



KEY FINDINGS



KEY FINDINGS



Two samples were collected in the survey effort, the statistically valid invite sample and the open link sample, which both had great responses. Together they provide an excellent source of input on topics addressed throughout the survey. **In general, responses from the Open link survey are similar to the Invite, a positive finding that indicates a consensus across the two samples.**



Both samples, particularly the Open link, are active users of BPRD facilities. Nearly 80% of Invite respondents have visited at least one BPRD recreation center in the past year, with over half having visited Juniper Swim & Fitness Center (57%) and/or Larkspur Community Center (53%). Two-thirds of Invite respondents also indicate that they have signed up for some type of BPRD activity in the past year.



There are also high levels of satisfaction with BPRD facilities and programs with an average of 4.4 for the Invite sample and 4.3 for the Open link on a scale of 1 to 5, with 5 being “very satisfied.” Additionally, a third of Invite respondents would rate the value received for the price paid for recreation programs and facilities as a 5 out of 5, or “excellent.”



KEY FINDINGS



Both samples agree that the affordability/good value of BPRD programs and facilities and quality of facilities/equipment are the top reasons for participation in BPRD offerings.

Conversely, the top reasons for lack of participation in BPRD programs are related to overcrowding, similarly to 2018, while fees as a barrier declined.



There is strong demand for specific recreation activities, especially those related to fitness and aquatics, across both samples. Among Invite respondents, the highest demand is for fitness center/weight room access (72%), followed by swimming activities (71%) and group exercise/fitness classes (63%). These activities also ranked highly in community priorities. Despite a lower overall demand, programs targeting specialized demographics—such as individuals with disabilities, youth, and seniors—were still rated as high community priorities.



Other listed recreational activities are also meeting the needs of households. The activities that are currently reasonably meeting the needs of the community for the Invite sample are enrichment classes (average 3.1), science and technology classes (average 2.9), and outreach and support to underserved populations.

KEY FINDINGS



There is strong support for access to recreation programs for underserved communities. Providing scholarships and fee waivers received the highest support, averaging 4.0 out of 5 in both samples. Even the least supported action, priority registration for residents facing barriers, was backed by 56% of Invite and 52% of Open respondents. This highlights broad agreement on prioritizing equity in recreation access.



Affordability and capacity are the top priorities for the Invite sample. Keeping fee increases to a minimum ranked highest, followed by expanding capacity in existing programs and facilities to serve more people. Supporting underserved populations was also important, with 38% of the Invite sample selecting it as a priority. In contrast, improving program quality and introducing new offerings ranked lower. The Open link sample places higher priority on building additional infrastructure and less emphasis on keeping fees to a minimum compared to the Invite sample which aligns with the sample representing more frequent users and/or have higher interest in BPRD.



THANK YOU!



RRC

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BOARD AGENDA COMMUNICATION

AGENDA DATE: April 1, 2025

SUBJECT: Employee Health Insurance Contract

STAFF RESOURCE: Kathleen Hinman, Human Resources Director

ACTION PROPOSED: Authorize the executive director to execute employee health insurance contract for fiscal year 2025-26

STRATEGIC PLAN:

Priority: Team

Goal: Attract and retain qualified employees at staffing levels that support desired service levels

Strategy: Be competitive with other employers’ wages and benefits

BACKGROUND

The district contracts with Brown & Brown, our insurance broker, to secure the optimal employee medical and prescription drug insurance plan at competitive rates each year. This year, the district’s medical insurance provider, PacificSource, proposed a 9.7% increase in costs to our existing plan, but Brown & Brown negotiated the cost down to a not-to-exceed increase of 7.82% for all benefited staff. Staff shared the PacificSource rate increase with the Benefits Committee on March 24, 2025. They supported continuing with PacificSource for employee medical and prescription drug insurance coverage.

BUDGETARY IMPACT

The PacificSource medical insurance plan will cost the district \$2,732,456 for the June 2025 through May 2026 benefit plan year. The 2025-26 fiscal year budget will be built using this new contract amount. All other health benefits remain unchanged at 0% with the current carriers except for the self-insured full-time dental plan which has been recommended to increase by 3.4%.

STAFF RECOMMENDATION

Staff recommend the board authorize the executive director to execute the PacificSource medical insurance contract for the June 2025 through May 2026 benefit plan year.

MOTION

I move to authorize the executive director to execute the June 2025 through May 2026 health insurance contract with PacificSource for the amount not to exceed \$2,732,456.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	April 1, 2025
SUBJECT:	Public Hearing – Design-build Alternative form of Contracting Method for the Juniper Swim & Fitness Outdoor Pool Cover Replacement & Renovation Project
STAFF RESOURCE:	Brian Hudspeth, Planning and Development Director
PREVIOUS BOARD ACTION:	January 31, 2025 – Board Workshop, general funding discussions March 4, 2025 – JSFC 50-Meter Pool Cover Recommendation
ACTION PROPOSED:	Conduct a Public Hearing to discuss the use of a Progressive Design-Build contracting method for the Juniper Swim and Fitness Outdoor Pool Cover Replacement & Renovation Project; adopt Resolution No. 2025-01, Adopting Written Findings of Fact; Granting Bidding Exemption; Authorizing Construction of the Juniper Swim and Fitness Outdoor Pool Cover Replacement & Renovation Project using a Progressive Design Builder; and Authorizing Selection by Request for Proposals
STRATEGIC PLAN:	
Priority:	Service
Goal:	Maintain quality, clean and safe parks, trails and facilities
Strategy:	Take care of what we have by prioritizing investment in existing assets

BACKGROUND

The State of Oregon Revised Statutes (ORS) requires a public hearing may be held for the Local Contract Review Board (LCRB) to take comments on the findings for an exemption from the competitive bidding requirements for certain public contracts pursuant to ORS 279C.335. The Bend Park and Recreation District Board of Director's serves as the LCRB for the district.

The district proposes to use a progressive design-build alternative contracting method for the construction project known as the Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation Project. Findings to support this exemption are attached to Resolution No. 2025-01, as Exhibit A. After receiving public comments, the board shall close the public hearing. The board shall then consider public comment, Resolution No. 2025-01 and the proposed findings (Exhibit A).

If the board adopts Resolution No. 2025-01, exempting the Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation project from competitive bidding and directs staff to use the progressive design-build approach, a Request for Proposal (RFP) for a design-build contractor will be publicly advertised and will be open to all interested and experienced contractors. The RFP process will be fair and unbiased. The solicitation for a progressive design-build contractor will specify the methods by which the contractor shall competitively select designers, contractors and subcontractors to perform the work. In addition, in the event the progressive design-build contractor (or affiliate) performs some portion of the work, the progressive design-build contractor will be required to include, at a minimum, public opening of sealed bids to ensure competition. This bidding process would be publicly advertised, and the process will be available to the public for review.

BUDGETARY IMPACT

The 2025-2029 Capital Improvement Plan (CIP) allocates \$300,000 in property taxes for the initial project start. To date, no money has been spent on the project leaving \$300,000 allocated to start the project. The proposed 2026-2030 CIP allocates \$9,670,000 of property tax funds to complete the project.

The pre-construction stage of the design-build contract will include only that portion of the work that includes the fee for pre-work services. The construction portion of the contract and other construction management services will be approved after the pre-work services concludes and the bidding process is complete. The process leads to a Guaranteed Maximum Price (GMP), which will be an exhibit to the design-build contract after approval by the board.

STAFF RECOMMENDATION

Staff recommends the board exempt the Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation project from competitive bidding and adopt Resolution No. 2025-01 authorizing staff to use the progressive design-build contracting method.

MOTION

I make a motion to adopt Resolution No. 2025-01 exempting the Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation project from competitive bidding and use the progressive design-build alternative contracting method to award a progressive design-build services contract for the project.

ATTACHMENT

Attachment A: Resolution No. 2025-01 and
Attachment B: Exhibit A - Findings

BPRD RESOLUTION No. 2025-01

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING FINDINGS, GRANTING BIDDING EXEMPTION, AND AUTHORIZING CONSTRUCTION
OF THE JUNIPER SWIM AND FITNESS OUTDOOR POOL COVER REPLACEMENT AND
RENOVATION PROJECT USING THE PROGRESSIVE DESIGN-BUILD ALTERNATIVE CONTRACTING
METHOD**

WHEREAS, the Board of Directors of Bend Park and Recreation District (the “District”) is the District’s Local Contract Review Board, and in that capacity has authority to exempt certain contracts from the competitive bidding requirements of ORS Chapter 279C; and,

WHEREAS, ORS 279C.335(2) authorizes the Local Contract Review Board to exempt certain public improvement contracts from competitive bidding and the district’s public contracting rules authorize the selection of a contractor through the progressive design-build process as set forth in OAR 137-049-0670; and,

WHEREAS, the board has determined that the Juniper Swim and Fitness Indoor Outdoor Pool Cover Replacement and Renovation (the “Project”) should be constructed using a Progressive Design-Build process; and,

WHEREAS, a public hearing for the purpose of taking testimony on the draft findings justifying an exemption traditional competitive bidding was held on April 1, 2025, as provided by ORS 279C.335(5).

NOW, THEREFORE, the Board of Directors, acting as the district’s Local Contract Review Board, hereby resolves as follows:

1. The findings in the foregoing recitals and those found in the attached Exhibit A are hereby adopted.
2. An exemption from competitive bidding requirements is granted, and use of the progressive design-build alternative contracting method is authorized, for the Project.
3. Staff is directed to initiate the process for soliciting and obtaining the services of a qualified Progressive Design-Builder for the design and construction of the Project.
4. All pronouns contained in this Resolution No. 2025-01 (this “Resolution”) and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are hereby declared to be severable. If any section, subsection, sentence,

clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution.

ADOPTED by the Board of Directors on this 1st day of April, 2025.

Board Chair, Jody Barram

Attest:

Michelle Healy, Executive Director

**BEFORE THE BOARD OF DIRECTORS OF THE BEND PARK AND RECREATION
DISTRICT**

**Process for Using the Progressive Design-Build Method of Contracting for Construction of
Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation Project**

INTRODUCTION: Due to the scope of the Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation project, the complexity of tank and equipment construction, the complexity of construction sequencing and access, and the desire to identify, as early as possible in the construction process, any issues with the project design, the District staff is recommending that the District use the Progressive Design-Build with a Guaranteed Maximum Price (“GMP”) construction delivery method.

In summary, the Progressive Design-Build process consists of two parts: (1) a Request for Proposals (“RFP”) for professional services to obtain a qualified person or firm to manage both design and construction; and (2) design and determination of construction costs to be performed by the same person or firm acting as a general contractor, after quoting a GMP for the cost of construction. Because this approach is an alternative to the competitive bidding required by Oregon’s public contracting code, use of this process requires that the Local Contract Review Board grant a specific exemption from the standard competitive bidding process for the use of this alternative contracting method.

Oregon Revised Statutes (“ORS”) 279C.335 permits the District’s Board of Directors, acting as the Local Contract Review Board, to exempt specific projects from the standard competitive bidding requirements of ORS 279C after following required statutory procedures, specifically, adopting written findings justifying both the exemption from competitive bidding and the use of an alternative contracting method; holding a public hearing on the adoption of the findings; and declaring an exemption from competitive bidding. When approving the exemption, the Local Contract Review Board “shall, if appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition.”

The findings in support of the exemption must show that: (a) the exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and (b) awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency that seeks the exemption.

RECOMMENDATION: Board members are asked to review these Findings and Proposed Resolution, ask questions, hold a hearing with an opportunity for public comment, and provide direction to District staff at the District Board’s April 1, 2025 meeting. Board approval of this proposal is recommended.

EXHIBIT A

FINDINGS

JUSTIFYING THE USE OF THE PROGRESSIVE DESIGN-BUILD ALTERNATIVE CONTRACTING METHOD FOR CONSTRUCTION OF THE JUNIPER SWIM AND FITNESS OUTDOOR POOL COVER REPLACEMENT AND RENOVATION PROJECT

The District makes the following findings regarding use of the Progressive Design-Build alternative contracting method for construction of the Juniper Swim and Fitness Outdoor Pool Cover Replacement and Renovation Project:

FINDING #1

It is unlikely that the use of the Progressive Design-Build alternative contracting method will encourage favoritism or substantially diminish competition, in the awarding of this public improvement contract.

The Progressive Design-Builder will be selected through a competitive process using a Request for Proposal (“RFP”) process authorized by the Board of Directors and complying with public contracting rules and requirements. Any qualified Progressive Design-Builder may submit a proposal in response to the RFP.

- A. SOLICITATION PROCESS: Pursuant to ORS 279C.360, the Progressive Design-Build solicitation will be advertised at least once in the *Daily Journal of Commerce*. In addition, the solicitation will be available through the Premier Builder’s Exchange.
- B. FULL DISCLOSURE: To ensure full disclosure of all information, the Request for Proposals solicitation package will include:
 - 1. Detailed Description of the Project
 - 2. Contractual Terms & Conditions
 - 3. Selection Process
 - 4. Evaluation Criteria
 - 5. Role of Evaluation Committee
 - 6. Process for Comments/Clarifications
 - 7. Complaint Process and Available Remedies
- C. SELECTION PROCESS: Other highlights of the selection process will include:
 - 1. A pre-proposal vendor meeting will be announced and held. This meeting will be open to all interested parties. During this pre-proposal meeting, as well as any time prior to seven (7) days before the close of the solicitation, interested parties will be able to ask questions, request clarifications, and suggest changes in the solicitation documents if such parties believe that the terms and conditions of the solicitation are unclear, inconsistent with industry standards, or unfair and unnecessarily restrictive of

competition.

2. Sealed proposals will be submitted to the Business Analyst, located at the District Administration Offices at 799 SW Columbia Street, Bend, Oregon 97702, and opened publicly at the time specified in the advertisements.
3. The evaluation process will determine whether a proposal meets the screening requirements of the RFP, and to what extent. The following process will be used:
 - a. Proposals will be evaluated for completeness and compliance with the screening requirements of the RFP. Those proposals that are materially incomplete or non-responsive will be rejected.
 - b. Proposals considered complete and responsive will be evaluated to determine if they meet and comply with the qualifying criteria of the RFP. If a proposal is unclear, the proposer may be asked to provide written clarification. Those proposals that do not meet all requirements will be rejected.
 - c. Proposals will be independently scored by the voting members of the Selection Committee in accordance with the evaluation criteria provided in the RFP. Scores will then be combined and assigned to the proposals.
 - d. The Selection Committee may convene to select, from the highest-scoring proposers, a group of up to three finalists (if three are available) for formal interviews.
 - e. The Selection Committee may conduct the interviews. The Selection Committee reserves the right to make a determination without conducting interviews.
 - f. The Selection Committee will use the interviews, if conducted, to confirm the scoring of the proposals and to clarify any questions. Based upon the revised scoring, the Selection Committee will rank the proposers, and provide an award recommendation to the Executive Director who will seek Board of Directors approval for the District to proceed with the contract negotiation with the highest-ranked proposer.
 - g. The Executive Director will negotiate a contract with the top-ranked firm. If an agreement cannot be reached, the District will have the option to enter into an agreement with the second-ranked firm, and so forth.
4. Competing proposers will be notified in writing of the selection of the apparent successful proposal and will be given five (5) calendar days after receipt of the notice to review the RFP file and evaluation report at the District offices. Any questions or concerns about the selection process will be subject to the requirements of the District's Public Contracting Rules, must be in writing, and must be delivered to the District's Business Analyst within five (5) calendar days after mailing of the selection notice. No protest of the award selection shall be considered after this time period.

FINDING #2

Use of the Progressive Design-Build alternative contracting method will result in substantial cost savings and other substantial benefits to the District.

In approving this Finding #2, the District Board shall consider the following:

- A. **Number of Available Bidders.** The District does not anticipate that the Progressive Design-Build method of contracting will affect the number of available bidders.

- B. **Construction Budget.** Any contract awarded through this process will require the Progressive Design-Builder to use an open, competitive selection process to bid all components of the job. The Progressive Design-Builder's overhead and fee will be evaluated as one of the scoring criteria. Overhead, which includes supervision, bonding, insurance, and mobilization, must be within the industry standard range of approximately 10%. The Progressive Design-Builder's fee must be within the industry standard range of 3-5%. Since these amounts will be scored as part of the competitive RFP process, the entire dollar value of the project will be awarded through open, competitive processes, at both the general contractor or subcontractor level. The Progressive Design-Build process should also result in the following benefits:

FEWER DESIGN FLAWS AND CHANGE ORDERS: When the Progressive Design-Builder provides both design and construction services, it reduces the risk of design flaws, misunderstandings, conflicts, and change orders during construction. This is due to the Progressive Design-Builder's better understanding of the project complexities, owner's needs, and the design intent for the project. As a result, the project is more likely to be completed on time and within budget. In addition, fewer change orders reduce the administrative costs of project management for both the District and the Contractor.

CONTRACTOR'S FEE IS LESS: Progressive Design-Build contracts are designed to create a better working relationship with the contractor. Therefore, the overhead and profit fee are generally in the 3-5% range, and contractors indicate that this is slightly lower than the fee anticipated on similar design-bid-build contracts.

GMP CHANGE ORDERS COST LESS: When Progressive Design-Build change orders are required, they are typically processed at a lower cost under the GMP. The design-bid-build method typically results in the contractor charging 15% markup on construction change orders. The GMP method applies lower predetermined markups, generally limited to the Progressive Design-Builder's overhead and profit fee.

SAVINGS: Under the GMP method, when the Progressive Design-Builder completes the project, any savings between the GMP and the actual cost accrue to the District. The Progressive Design-Builder bears the risk of cost overruns.

- C. **Public Benefits.** Early selection of a Progressive Design-Builder creates more informed, better-quality decision making by the project construction team. A more efficient construction team saves the District money and provides other public benefits.

GUARANTEED MAXIMUM PRICE ESTABLISHES A MAXIMUM PRICE PRIOR TO COMPLETION OF FINAL CONSTRUCTION DOCUMENTS: Because the Progressive Design-Builder provides the design services, that person or firm will be able to obtain a complete understanding of the District's needs, the scope of the project, and the operational needs of District staff and those who utilize District facilities. This will result in a clearer understanding of the project scope needed to develop the GMP for the project. During this phase, the Progressive Design-Builder will be able to offer suggestions regarding design improvement and constructability concerns, and make other suggestions for reducing costs, and offer a fair and accurate

GMP for construction.

- D. **Value Engineering.** The Progressive Design-Build process offers a unique opportunity for value engineering that is not possible through the design-bid-build process.

VALUE ENGINEERING AND DESIGN-BUILDER PARTICIPATION IN THE DESIGN PROCESS: An essential part of each construction project is the value engineering evaluation. Value engineering is the means used to determine the best project design that meets the needs and priorities of the owner, while remaining within the owner's budget. Value engineering is done most effectively by a team consisting of the owner, architect, consultants, and the contractor. The integrated Progressive Design-Build team can render the most comprehensive evaluation of all factors that affect the cost, quality, and schedule of the project.

Under the traditional design-bid-build method, the contractor would not participate in this evaluation. Therefore, value engineering would be conducted without the benefit of:

- The ability to review the design for constructability;
- The ability to set the schedule;
- The ability to sequence work; and
- Contractor's commitment to implement the design within the schedule and budget.

Through integrated participation, the project scope and design evolution has greater value for the District, and is more likely to avoid the complications often found in project utilizing the design-bid-build method.

- E. **Specialized Expertise.** The construction project involves highly-complex building and equipment construction, construction sequencing, and access issues related to the continued use of the remaining Juniper Swim and Fitness Center during construction. Use of a Progressive Design-Build team will result in a better-coordinated project, speed completion, and minimize disruption to operations. The Progressive Design-Builder: determines the construction schedule; establishes the sequence of work; is contractually bound to implement the final project design within the GMP; and participates as an essential member of the project design and construction team. Several benefits of participation by the Progressive Design-Build team on this project will be realized: grouping of the bid packages to help ensure better trade coverage; determining the most efficient construction staging area while maintaining access and functionality for the remaining facility; and helping to adjust the work plan when unforeseen circumstances arise.
- F. **Public Safety.** Because the remainder of the facility is in use during the construction process, safety is of critical importance. By being involved in all phases of the project, including both design and construction, understanding the structural peculiarities of the building, and knowing the scope and technical complexity of the project, the Progressive Design-Build team will be able to provide a safe environment for facility staff and users throughout the entire project.

- G. **Risk Reduction.** In a traditional design-bid-build approach, the engineer develops the work plan, however, communicating the information to the contractors during the bid phase can be challenging due to the level of detail needed. However, the use of the progressive design-build method enables the contractor to fully understand the project during the design phase, develop a work plan with the engineer and District staff, and thus mitigate risks associated with communication errors and over. Furthermore, the reduction in project uncertainty with having the contractor involved during design translates into cost savings to the District in the form of reduced contingency. The partnering relationship provided through progressive design-build delivery will provide opportunity for the District to work with the contractor to ensure safety measures are followed and revised if needed to reduce risks to the public. The GMP mitigates the risk to the District of cost overruns.
- H. **Funding Sources.** Project funding sources will not be impacted by an exemption from competitive bidding and use of the progressive design-build method of delivery.
- I. **Market Conditions.** Because the project has a limited budget, it is essential to reduce the risk of cost overruns. The District's ability to accurately estimate the cost of the project is complicated by a multitude of current construction market conditions (e.g., competition with other projects, environmental issues that limit available construction materials, shortage of qualified craftsman, etc.), as well as the difficulty in establishing the best work sequence. Use of a Progressive Design-Builder to coordinate and supervise these processes is expected to minimize the variables that can result in increased costs.
- J. **Size and Technical Complexity.** The technical complexity of this construction project will be best addressed through the Progressive Design-Build process. The project involves demolition and construction of a new pool cover structure, Possible replacement of the surrounding decks and connecting hard surfacing, installation of pool wall liners, mechanical, and electrical equipment, demolition and remodel of existing locker rooms, and coordination of construction access in a facility that will remain in use during construction. Use of a Progressive Design-Builder with specialized expertise in project coordination, in conjunction with a team approach, will result in a better coordinated project and provide opportunities for innovative design solutions through collaboration that would not be possible if the contractor were not selected until completion of the design process. This allows for earlier identification of problem areas and reduces cost uncertainty.

The Progressive Design-Build process helps identify several critical variables valuable to project design. The process: establishes a GMP for implementing the final project design to complete the project; determines the construction schedule; establishes the sequence of work; and promotes work as an integrated design and construction team. Benefits of this approach include developing the design documents to reflect the best work plan to accommodate both the District and contractor; achieving the best grouping of the bid packages that will help ensure better trade coverage; more efficient construction staging; and help with adjusting the work plan in the event unforeseen circumstances arise.

- K. **Renovation.** The project is a renovation project, which adds technical complexities from

integrating the project into existing improvements. The Progressive Design-Build process allows for greater input from contractors earlier in the process to avoid issues associated with integration of the new improvements into existing improvements.

- L. **Occupation During Construction.** As noted above, the remainder of the facility will be in use during the construction process. By being involved in all phases of the project, including both design and construction, understanding the structural peculiarities of the building, and knowing the scope and technical complexity of the project, the Progressive Design-Build team will be able to provide a safe environment for facility staff and users throughout the entire project.
- M. **Project Phasing.** Construction will most likely be completed in a single phase. However, the work involves several elements, which will require well-planned work sequences. The progressive design-build delivery method facilitates selection of these key team members early in the process and allows the contractor an opportunity to develop a work plan that provides the best value to the District.
- N. **Expertise of District Staff, Consultants, and Legal Counsel.** The District has development and construction staff with experience in project and construction management. The staff has utilized alternative contracting methods with success. The District utilizes outside consultants and legal counsel with substantial experience in public improvement contracting, alternative contracting methods, and contract enforcement. The District staff, consultants, and legal counsel will be able to effectively award the contract, and to help negotiate, administer and enforce the terms of the contract.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	April 1, 2025
SUBJECT:	Approve Resolution No. 2025-06 Authorizing Annexation of the Caldera Ranch UGB Expansion Area
STAFF RESOURCE:	Henry Stroud, Principal Planner
PREVIOUS BOARD ACTION:	February 20, 2018 - Approved Resolution No. 408.
ACTION PROPOSED:	Approve Resolution No. 2025 -02.
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities
Strategy:	Maintain adopted level of service targets for parks, trails and facilities

BACKGROUND

In 2024, the state legislature passed Senate Bill 1537 (SB1537) that gives qualifying local governments a one-time option to add up to 100 acres of residential land to the urban growth boundary (UGB) to address the statewide housing shortage. The city of Bend evaluated two sites and after deliberations, public testimony, and input from other public agencies, the council voted to select Caldera Ranch (Exhibit A) for the one-time UGB expansion.

The current concept plan for Caldera Ranch includes a planned neighborhood park site. While it is not part of an existing park search area, the district's comprehensive plan does include a project for the development of a neighborhood park within any UGB expansion area authorized through SB1537. District staff met with city staff and the property owner and are supportive of a park in this location. District staff expect that the property will be dedicated to the district at no cost.

SB1537 requires that prior to the UGB expansion, property owners must have a binding agreement, or equivalent assurance, with the city and any other necessary public or private utility provider, local government or district, that the site will be served with all necessary urban services. Bend Park and Recreation District is the park and recreation urban service provider for the city. Caldera Ranch is adjacent to the district's current boundary and if included in the city's UGB, will benefit from its proximity to the district's facilities and should therefore be included as part of the district.

In February of 2018, the Board of Directors passed Resolution No. 408 (Exhibit B) authorizing the annexation of all properties within the UGB into district. However, Resolution No. 408 contains a map of the UGB expansion areas the board authorized for inclusion into the district which does not include the Caldera Ranch site. To satisfy the requirements of SB1537 and to provide assurances that the district will be the service provider for the site, district staff are asking that the board of

directors consider Resolution No. 2025-02 (Exhibit C). This resolution authorizes the district's executive director to enter into an urban services agreement with the city and property owners, execute an annexation agreement, and subject to execution of an annexation agreement approve a petition for the annexation of the property into the district.

BUDGETARY IMPACT

Caldera Ranch will contain approximately 716 new residential units, and if annexed the district will collect system development charges to support the impact of the new residents on the park system. The property will also be assessed district property taxes.

SB1537 requires 30% of the housing units in the Caldera Ranch expansion area to be affordable although staff do not expect these units to meet the district's criteria for affordable housing SDC waivers. The development of a new neighborhood park without land acquisition costs is estimated to be \$1,750,000.

STAFF RECOMMENDATION

Staff recommend approval of Resolution No. 2025-02.

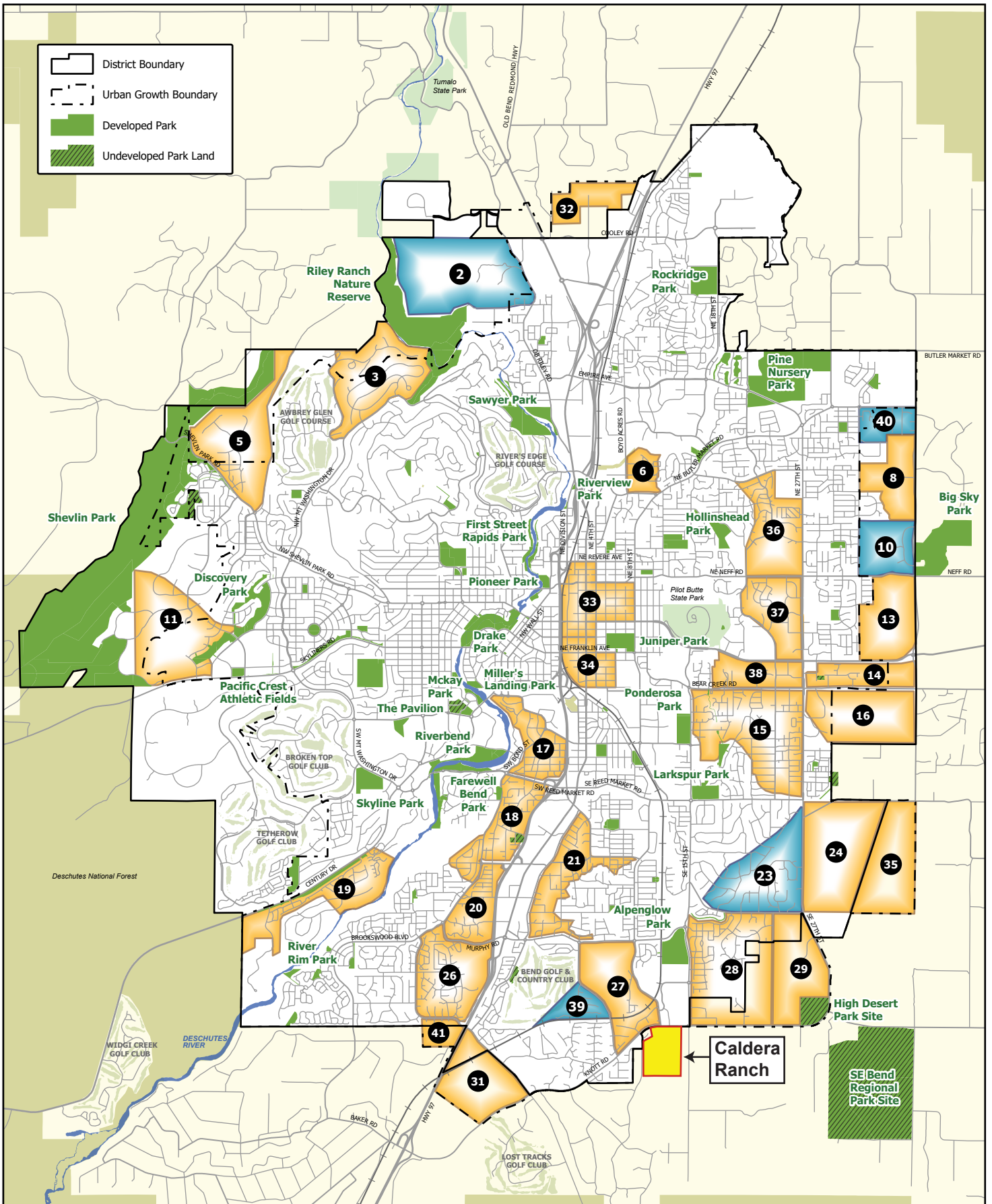
MOTION

I move to approve Resolution No. 2025 -02 approving annexation of a 91.07 Acre, otherwise identified as the Caldera Ranch UGB expansion area, to the Bend Park and Recreation District and to authorize the executive director to execute any necessary documentation to facilitate the annexation.

ATTACHMENT

ATTACHMENT A– Caldera Ranch Location Map
ATTACHMENT B – BMRPD Resolution No. 408
ATTACHMENT C– BPRD Resolution 2025-02

Additional Information about Caldera Ranch can be found on the city of Bend website - <https://www.bendoregon.gov/government/departments/growth-management/one-time-urban-growth-boundary-expansion-senate-bill-1537>



Park Search Area #	Page #	Area 16	62	Area 31	62
Area 2	63	Area 17	62	Area 32	52
Area 3	53	Area 18	51	Area 33	58
Area 5	51	Area 19	59	Area 34	57
Area 6	57	Area 20	56	Area 35	55
Area 8	61	Area 21	56	Area 36	57
Area 10	63	Area 23	63	Area 37	57
Area 11	51	Area 24	51	Area 38	58
Area 13	62	Area 26	56	Area 39	63
Area 14	52	Area 27	52	Area 40	54
Area 15	57	Area 28	52	Area 41	58
		Area 29	62		

-  Park Search Areas* (Including Future Park Sites Already Owned by the District)
-  Improved Crossings* to Access Existing Parks

*Park and crossing locations are approximate and subject to change.



Date: July 2024
Source: Bend Park & Recreation District



Park Search Area Map

BMPRD RESOLUTION NO. 408**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
AUTHORIZING ANNEXATION OF ALL PROPERTIES WITHIN THE BEND URBAN GROWTH BOUNDARY
INTO THE BEND METRO PARK AND RECREATION DISTRICT**

WHEREAS the Department of Land Conservation and Development acknowledged the City of Bend's ("City") expanded urban growth boundary on December 6, 2016, a map of which is attached hereto as Exhibit A (the "UGB"); and

WHEREAS a requirement of the UGB expansion is that the additional lands can be adequately served with urban services, which includes parks and recreational amenities; and

WHEREAS the Bend Metro Park and Recreation District (the "District") is the primary provider of parks and recreational amenities within the UGB; and

WHEREAS to ensure the adequate provision of parks and recreational amenities, the City requires landowners seeking annexation into the City to enter into an annexation agreement with the District; and

WHEREAS the District's annexation agreement requires the landowner to take such actions as are necessary to annex the landowner's property into the District; and

WHEREAS ORS 198.857 allows a landowner to file a petition with the Deschutes County Board of County Commissioners seeking annexation into the District; and

WHEREAS ORS 198.857 also provides that the District must approve by indorsement any petitions filed by landowners seeking annexation into the District; and

WHEREAS the District's Board of Directors ("Board of Directors") finds that all of the properties within the UGB benefit from their proximity to the District's facilities, will utilize the District's facilities, and should therefore be included as part of the District; and

WHEREAS the Board of Directors desires to memorialize its approval of petitions seeking to annex lands within the UGB into the District.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The above-stated findings are hereby adopted.
2. The District hereby approves any and all future petitions to annex property into the District provided that, in each case, such property lies wholly within the UGB.
3. The Board of Directors hereby authorizes the District Board Chair, Board Secretary, Executive Director, or any member of the Board to execute an annexation agreement with any property owner whose property is wholly within the UGB.

4. The Board of Directors hereby further authorizes the District Board Chair, Board Secretary, or any member of the Board to approve by indorsement any petition for the annexation of property located wholly within the UGB into the District.
5. If any section, subsection, sentence, clause, and/or portion of this BMRD Resolution No.408 (this "Resolution") is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law; and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Board of Directors to cure editorial and/or clerical errors.
6. This Resolution shall be effective upon adoption.

ADOPTED by the Board of Directors of the District on this 20 day of February, 2018.


Nathan Hovekamp, Board Chair

Attest:



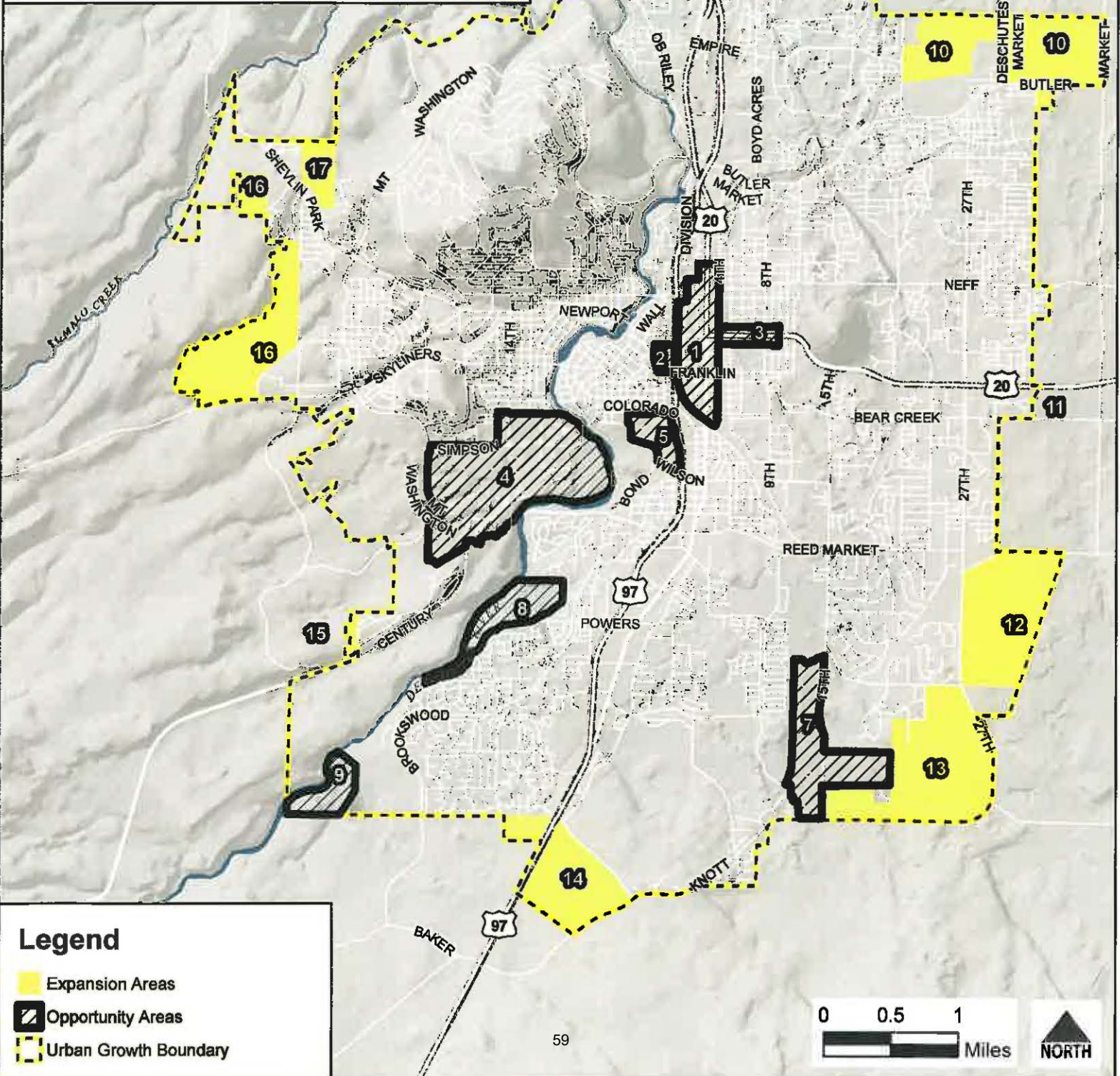
Don P. Horton, Executive Director

Opportunity Areas

- 1 - Bend Central District
- 2 - East Downtown
- 4 - Inner Hwy 20 / Greenwood
- 4 - Central West Side / Century Drive
- 5 - KorPine
- 6 - Juniper Ridge
- 7 - SE 15th Street
- 8 - COID Property
- 9 - River Rim

Expansion Areas

- 10 - Northeast
- 11 - East Hwy 20
- 12 - DSL Property
- 13 - The Elbow
- 14 - The Thumb
- 15 - Southwest
- 16 - West
- 17 - Shevlin
- 18 - OB Riley
- 19 - North Triangle



BPRD RESOLUTION NO. 2025-02

A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS AUTHORIZING EXECUTION OF AN URBAN SERVICES AGREEMENT, EXECUTION OF AN ANNEXATION AGREEMENT, AND INDORSEMENT OF A PETITION FOR ANNEXATION OF APPROXIMATELY 91.07 ACRES INTO THE BEND PARK AND RECREATION DISTRICT

WHEREAS, in 2024, the Oregon State Legislature adopted Senate Bill 1537 (“SB 1537”), which provides qualifying local governments a one-time option to add up to 100 acres of net residential land to their urban growth boundary (“UGB”); and

WHEREAS, in 2024, the City of Bend (“City”) City Council adopted Resolution No. 3411, which selected the properties identified as Deschutes County Assessor’s Map and Tax lots 1812210000200 and 1812210000300 (collectively, the “Subject Property”) as the candidate site for a one-time expansion of City’s UGB under SB 1537; and

WHEREAS, consistent with SB 1537, Resolution No. 3411 provides that prior to or at the time of adopting a concept plan as an amendment to the City’s Comprehensive Plan, the concept plan must include “a binding agreement among the city, each owner within the site and any other necessary public or private utility provider, local government or district, as defined in ORS 195.060, or combination of local governments and districts that the site will be served with all necessary urban services as defined in ORS 195.065, or an equivalent assurance”; and

WHEREAS, parks, open space, and recreation are necessary “urban services” for purposes of SB 1537; and

WHEREAS, District does not presently provide urban services to the Subject Property because the Subject Property is not presently located within the Bend Park and Recreation District (“District”) and, to date, has not planned for providing urban services to the Subject Property; and

WHEREAS, ORS 198.857 allows a landowner to file a petition with the Deschutes County Board of County Commissioners to annex into the District; and

WHEREAS, ORS 198.857 also provides that the District must approve by indorsement any petitions filed by landowners seeking annexation into the District; and

WHEREAS, the District’s Board of Directors (“Board of Directors”) finds that the Subject Property, if included in City’s UGB, will benefit from its proximity to the District’s facilities and should therefore be included as part of the District; and

WHEREAS, the District’s Board of Directors finds that additional lands will need to be acquired by District to serve future population growth resulting from development of the Subject Property if included in City’s UGB; and

WHEREAS, subject to execution of an annexation agreement allowing for deferred annexation upon inclusion of the Subject Property into the City UGB, and the future dedication of lands within the Subject Property needed to serve future population growth resulting from development of the Subject

Property, District is willing to be the future provider of park, open space, and recreation related urban services for the Subject Property; and

WHEREAS, the Board of Directors further desires to memorialize its approval of a future petition seeking to annex the Subject Property into the District subject to execution of an annexation agreement.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The recitals and findings therein are adopted herein by reference.
2. The District hereby authorizes District’s Executive Director to enter into an urban services agreement with the City and the owners of the Subject Property on terms consistent with this BPRD Resolution No. 2025-02 (this “Resolution”) and such additional terms as the Executive Director deems to be in the interests of the District.
3. The Board of Directors hereby authorizes the Executive Director to execute an annexation agreement with the owners of the Subject Property on terms consistent with this Resolution and such additional terms as the Executive Director deems to be in the interests of the District.
4. Subject to execution of an annexation agreement, the District hereby approves of any future petition to annex the Subject Property into the District.
5. The Board of Directors hereby authorizes District Board Chair, Board Secretary, or any member of the Board to approve by indorsement, a petition for the annexation of the Subject Property into the District consistent with this Resolution.
6. The Executive Director is authorized take such additional actions as may be necessary to effectuate the purposes of this Resolution.
7. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law; and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Board of Directors to cure editorial and/or clerical errors.
8. This Resolution shall be effective upon adoption.

ADOPTED by the Board of Directors of the District on this 1st day of April, 2025.

Jodie Barram, Board Chair

Attest:

Michelle Healy, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	April 1, 2025
SUBJECT:	Needs-Based Assistance Report for 2024-25 and Plan for 2025-26
STAFF RESOURCE:	Matt Mercer, Recreation Services Director
PREVIOUS BOARD ACTION:	March 18, 2025 – Approved revised Fees and Charges Policy April 2, 2024 - Approved Needs-Based Assistance Plan for FY 24-25
ACTION PROPOSED:	Approve Needs-Based Assistance Plan for 2025-26
STRATEGIC PLAN:	
Priority:	Community
Goal:	Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback and welcoming to all
Strategy:	Plan and create welcoming, inclusive, safe and accessible opportunities and programs that address barriers to participation

BACKGROUND

The Needs-Based Assistance Program (NBA), including the Recreation Scholarship Program, is the primary way in which the district facilitates access and participation in recreation programs and facilities for community members with limited financial resources. The board approved a revised User Fees and Charges Policy on March 18, 2025, which established financial guidelines to help ensure more predictable and sustainable funding for the scholarship program after several years of rapid and unsustainable growth. This district implements the policy through an annual Board-approved Needs-Based Assistance Plan which is then funded through the budget process.

Staff will share a summary of the current year plan usage before presenting the proposed NBA Plan for 2025-26. A copy of the proposed plan for board consideration and approval is attached to the board agenda report (Attachment A). There are three major changes proposed in the plan compared to the previous several years.

1. Requirement that scholarship recipients are residents of the district. This requirement would be waived for Kids INC and other programs conducted in partnership with Bend La Pine Schools. The district has not previously required that participants be residents, however, with current funding constraints it seems prudent to prioritize district residents who support the district and scholarship program through property taxes.

2. Modification of income levels for scholarship qualification. The income limit to qualify for the scholarship program is proposed to increase from 185% of Federal Poverty Guidelines to 200%. The income limit for receiving the highest level of scholarship assistance is proposed to remain at 130% of Federal Poverty Guidelines. The reason for this change is to align with current State of Oregon assistance programs, including SNAP (nutritional support) and Oregon Health Plan, which are used to verify eligibility for the scholarship program. The income limits for these State assistance programs were increased since the existing scholarship income guidelines were established resulting in many more households qualifying for the highest level of scholarship assistance. It is important to note that with this change some households who have qualified for the highest level of assistance and received up to 75% scholarship support for some programs will now be at the regular assistance level and receive 50% scholarship support.
3. Implementing a \$1,000 cap per person per year for scholarship assistance. The cap would not apply to Kids INC afterschool program, Operation Recreation and PAC all day camps and recreation facility passes. The cap will help ensure scholarship resources are available to serve more people while still providing substantial support for individuals to participate in many activities.

The proposed changes are intended to help ensure that scholarship funding remains sustainable and in conformance with recently adopted financial guidelines while continuing to provide assistance to a broad range of people and programs, including critical childcare related programs. The changes will also allow the district to continue strong outreach efforts to serve more residents who would benefit from the program. Staff will share additional information at the board meeting including potential impacts on current scholarship households and implementation details.

BUDGETARY IMPACT

The proposed plan allocates \$860,000 for the scholarship program in FY 25-26. This represents approximately 6% of the projected revenue from fees and charges as is stipulated in the recently revised Fees and Charges Policy. The district anticipates receiving approximately \$234,000 in non-tax funding to support the scholarship program. This represents 27% of budgeted scholarship use, slightly above the 25% minimum target set in the Fees and Charges Policy. The remaining \$636,000 is supported by general fund tax resources. Once the plan is approved by the board, these funding requirements and resources will be built into the proposed FY 25-26 budget.

STAFF RECOMMENDATION

Staff recommend that the board approve the Needs-Based Assistance Plan for fiscal year 2025-26.

MOTION

I move to approve the Needs-Based Assistance Plan for 2025-26 and include funding to support the plan in the 2025-26 Fiscal Year budget proposal.

ATTACHMENTS

Attachment A – Needs- Based Assistance Plan – 2025-26



Needs-Based Assistance Plan – 2025-2026

Purpose

This Needs-Based Assistance Plan details how the district plans to provide financial assistance to low-income residents for the period September 2025-August 2026. This annual plan is aligned with the Needs-Based Assistance section of the Fees and Charges Policy.

Components of Plan

1. Recreation Scholarship Program – The scholarship program provides financial assistance to qualified households for most recreation programs and is the primary way the district reduces financial barriers for lower-income residents.
2. Free and Low-cost Programs – The district offers a variety of free and low-cost programs that are specifically designed to reach lower-income residents, although they may also serve a broader population.
3. Outreach – District outreach efforts are focused on historically underserved and under-resourced residents, including lower-income households and is an important component of the Needs-Based Assistance Plan as it builds awareness of the opportunities the district provides while helping remove other barriers to participation.

Scholarship Eligibility

To be eligible for the district Scholarship Program, the household must meet the following conditions:

1. Be a resident of the Bend Park and Recreation District (Kids INC, Middle School Basketball and other programs operated in partnership with Bend-La Pine Schools are exempt from this requirement).
2. Have a household income 200% or below of current Federal Poverty Guidelines. Households whose income is 130% or below the Federal Poverty Guidelines may be eligible for a higher level of support for certain programs.
3. Not have been subject of a formal exclusion in the previous 12 months. Persons who have received exclusions of one year or longer will not be eligible for scholarships for one year after completion of the exclusion.

Scholarship Assistance Levels

Eligible households receive the following assistance levels for most recreation programs. The lower end of the range represents regular scholarship assistance levels, while the higher end of the range is for households whose income is 130% or below the Federal Poverty Guidelines. The higher assistance levels apply to district-provided, core activities only as defined in the Fees and Charges Policy,

1. Recreation Programs

Youth Programs	50-75%
Programs for People with Disabilities	50-75%
Kids INC, Op Rec and PAC	50-75%
Adult Programs	25-50%
Family Programs	50-75%

2. Recreation Facility Use: Eligible households receive 50% assistance on all Recreation Facility Pass types except single-visit admission.

3. Programs and Services not eligible for scholarship assistance:

- Specialized and Private benefit programs as defined in the Fees and Charges Policy
- Adult team sport registrations
- Equipment rentals
- Facility rentals
- Concession items, including food and beverages and merchandise
- Single-visit admission to recreation facilities
- Any program registration under \$15.00

4. Limitations: The maximum amount of scholarship funds awarded for recreation programs will not exceed \$1,000 per person per year. Kids INC afterschool care, Operation Recreation, PAC and recreation facility passes are not included in the maximum.

5. Additional Support: The district will work with households who are unable to pay the non-scholarship portion of the fee. This may include referring them to the Bend Park & Recreation Foundation for gap fund assistance or working with other community partners to locate available funding.

6. Special Circumstances: In exceptional cases, the district may waive all or a portion of the fees required after the scholarship assistance is applied.

Scholarship Program Funding

The Recreation Scholarship Program is funded through the recreation department budget in the district’s General Fund. Pursuant to board guidelines in the Fees and Charges Policy, scholarship funding is limited to 6% of recreation revenue received through fees and charges. This is projected to be \$860,000 for FY 25-26. The board guidelines also set a target of a minimum of 25% of scholarship use to be funded through alternative non-tax resources. The proposed budget meets this target at 27%. The budget required to support this plan is summarized below and will be included in the FY 25-26 proposed budget.

Scholarship Use	\$860,000
<u>Alternative Funding Sources</u>	
Cell Tower Lease Revenue	\$76,000
Sponsorship Revenue	\$68,000
Donations	\$60,000
Partner Contributions	\$10,000
Food & Beverage Profits	\$20,000
Total Alternative Funding	\$234,000
Percentage of Scholarship Use	27%
General Fund Requirements	\$636,000

Funding Priorities

In the event that scholarship funding is exceeding the budget, the district will enact the following measures (in order) to remain within 6% of the approved amount or seek board approval to increase the funding allocation.

1. Suspend funding for adult registration programs
2. Reduce the maximum cap per person
3. Lower the discounted percentage for registration programs by 10%

Additional Funding Available to Scholarship Eligible Participants

There are several other non-district funding sources that provide aid to scholarship-eligible participants by paying all or a portion of the non-scholarship fee. These funds are critical to supporting some of the highest-need participants.

- Foundation Gap Fund – Supported and managed by the Bend Park & Recreation Foundation, this fund provides financial assistance to those who need support above and beyond what the

district's scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs and transportation to and from programs.

- Opdycke Fund – Supported by donations from the Opdycke family and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees.
- Third-Party Assistance – The district has several agreements with organizations that pay the participant portion of the fee after scholarship.
- Medicaid Flex Funds – Pacific Source pays 100% of the cost of recreation facility passes for some Medicaid-insured individuals.

Free and Low-Cost Programs

The district will offer a variety of free and low-cost programs that are specifically designed to serve lower-income residents. These are included in the regular recreation services budget. Planned programs include, but are not limited to:

1. Discover the Outdoors: This program targets low-income Latino youth and introduces them to outdoor recreation activities and places through a week-long camp. The program is funded in the outreach budget.
2. Fun on the Fly: This program brings recreation activities to various low-income housing communities, removing not only fee barriers but transportation as well. The program also provides outreach opportunities to these communities and is funded in the outreach budget.
3. Community Celebrations: These seasonal events are designed to reach underserved and underrepresented populations, including lower-income residents. These events are produced by our outreach team with support from staff district-wide.
4. Senior Social Activities: The Bend Senior Center at Larkspur Community Center hosts a number of free activities that provide opportunities for lower-income seniors to connect with others. These activities are funded in the recreation facilities budget.
5. Recreation Facility Access: District will provide free access to drop-in activities at recreation facilities for youth and their mentor from approved non-profit organizations and governmental agencies that serve lower-income and vulnerable youth. District may also provide a limited number of vouchers allowing free access to recreation facilities to low-income households reached through district outreach efforts. There is no direct cost associated with this effort.

Outreach and Communication

Offering a scholarship program and free programs is not enough; it is equally important that these opportunities are known and accessible to the communities that need them. Reaching lower-income households and promoting our scholarship program is one of the main priorities of our outreach efforts. Specific actions planned for this year include:

1. Ensuring the Recreation Scholarship Program is visible and known to all community members by using all communication channels including, but not limited to: the district website, online Playbook, social media, print materials, program-specific information and community partners.
2. Working with a variety of governmental agencies and non-profits to identify families and individuals who would benefit from the Recreation Scholarship Program and assist them in accessing the program.
3. Conducting outreach events at low-income housing communities leading up to the opening of registration each season and the Kids INC lottery application. These efforts will include the ability to assist households with scholarship applications and approval.
4. Hosting pre-registration events at district facilities in advance of general registration openings. While open to all, the primary purpose of these events is to assist households who require additional support to successfully register and participate in programs, including financial assistance, language interpretation and inclusion needs.

Addendum A – Scholarship Procedures

Scholarship Application and Approval Process

1. Households must complete an application and provide documentation to determine eligibility annually. Applications may be submitted at any time online, by mail or hand-delivered. If circumstances change within the year, households may submit more current documentation for review.
2. The following documentation will be accepted to demonstrate eligibility:
 - a. State and Federal assistance programs that correspond with district income guidelines, such as SNAP food assistance and certain Oregon Health Plan enrollments. Additional documentation may be required to receive higher assistance levels.
 - b. Most recent Federal income tax returns (1040), or if unavailable, other proof of income such as SSA/SSI Benefit Statements or paycheck stubs.
3. Designated staff will review applications, determine eligibility and contact the applicant within five business days of receiving the application to inform them if they are eligible for assistance and at what level.
4. The Program Administrator will consider special circumstances (i.e., lack of income documentation, houseless, excessive medical expenses, recently changed employment status, etc.) when determining eligibility and may make exceptions to extend eligibility to those who otherwise may not qualify.

Registration Process

1. Scholarship applications must be approved before program enrollment to receive scholarship assistance.
2. Scholarship recipients register at the same time as general registrations, and there are no limits on the number of scholarship registrations for any program.
3. Participants are responsible for paying the non-scholarship portion of the fee at the time of registration or select the payment plan.
4. District staff may register high-need, vulnerable children identified through community partners and district outreach efforts into programs prior to open enrollment to ensure these children have space in classes.



Board of Directors Meeting Summary

March 18, 2025

District Office Building | 799 SW Columbia | Bend, Oregon



BOARD PRESENT

Donna Owens
Jodie Barram
Cary Schneider
Deb Schoen – Virtual
Nathan Hovekamp

The BPRD board of directors met on March 18 and approved an updated user fees and charges policy. A [video recording](#) of the meeting is available.

The board also received results from a recent recreation needs survey, and staff shared information about a new tool providing data about use in parks and trails.

User fees and charges policy

The BPRD Fees and Charges Policy was approved by the board on February 19, 2019. Staff thoroughly reviewed the policy and made minor edits to align with current practices and other related policies. Staff also took the opportunity to revise the section addressing needs-based assistance to respond to input received at the annual board workshop on January 31, 2025.

The needs-based assistance section was rewritten to be less prescriptive and procedural and more policy driven. The revised language maintains the same philosophy and continues the practice of the board annually approving a Needs-Based Assistance Plan. This allows the district to respond to changes in need and resources in the annual plan without needing to revise the board policy. The policy also provides that scholarship assistance not exceed 6% of budgeted revenue from regular fees and charges, and sets a target of a minimum 25% of scholarship assistance funding coming from non-tax sources.

Director Hovekamp made a motion to approve the Fees and Charges Policy dated March 18, 2025, with a revision stating that scholarship assistance shall not exceed 6% of the budgeted revenue. Director Owens seconded. The motion passed unanimously 5-0. (Hovekamp, Schoen, Owens, Schneider and Barram)

Recreation survey results

The district recently conducted a survey to help identify the current and future needs and priorities for recreation programming in the community. The survey will inform a new 5-year Recreation Programming Plan that is currently underway. The last community recreation survey was conducted in 2019 and helped shape the 2020-25 Recreation Programming Plan.

RRC Associates, a public research and analysis firm specializing in parks and recreation, conducted the survey and shared the results, which included:

- Nearly 80% of Invite respondents have visited at least one BPRD recreation center in the past year, with over half having visited Juniper Swim & Fitness Center (57%) and/or Larkspur Community Center (53%). Two-thirds of Invite respondents also indicate that they have signed up for some type of BPRD activity in the past year.
- There are also high levels of satisfaction with BPRD facilities and programs with an average of 4.4 for the Invite sample and 4.3 for the Open link on a scale of 1 to 5, with 5 being “very satisfied.”
- Survey respondents agree that the affordability/good value of BPRD programs and facilities and quality of facilities/equipment are the top reasons for participation in BPRD offerings.
- The highest demand is for fitness center/weight room access (72%), followed by swimming activities (71%) and group exercise/fitness classes (63%). These activities also ranked highly in community priorities.
- There is strong support for access to recreation programs for underserved communities. Providing scholarships and fee waivers received the highest support, averaging 4.0 out of 5.0 in both samples.

More than 700 people responded to the statistically valid survey, well above the number required to meet the desired margin of error. The open link survey was communicated through an e-mail sent to all households in the district registration system as well as promoted on the district website and in social media posts. The district received over 1,500 open link survey responses.

Locations data tool

BPRD contracted with a locations analytics company, Placer, to learn how people are using district parks and other key recreational areas around the community. The program uses data from hundreds of cell phones applications that people have opted to allow location services to be used. Placer uses anonymized location data to track foot traffic patterns without directly identifying individuals.

During the board work session, staff shared information about the Placer data platform, the types of data that the district has access to, how they have used the data thus far, and how they plan to use it in the future.

The program enables staff to query topics such as the number of visits to any given park in a chosen period, average length of visits, origin/destination of park users, and park user demographics. This information can be used for district planning purposes, grant applications, recreational programming and various other applications.

The next board meeting is April 1.



PLANNING & DEVELOPMENT PROJECT UPDATES April 2025

COMMUNITY AND REGIONAL PARK PROJECTS



Pine Nursery Park Phase 5: Initial permit review comments have been received from the City of Bend. Revisions are in progress and are anticipated to be resubmitted this month.

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: The draft MOA for the cultural and historic resource mitigation with the National Park Service (NPS), Oregon Parks and Recreation Department (OPRD) and the Confederated Tribes of Warm Springs is complete. BPRD will host an information sharing public meeting on April 22, 2025.

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: Construction continues at Manzanita Ridge Park. Weather this past month has slowed progress on site, but administrative work is still progressing. Work is anticipated to be complete in the fall of this year.

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 crossing improvements at Brinson Road are under construction and are scheduled to be complete early spring of this year. The district is also in active negotiation with several private landowners for trail easement acquisitions between Canal Row Park and Deschutes Market Road.

This 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 the 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: After receiving strong support from the public and BPRD, the City of Bend decided to proceed with the one-way design concept of Riverfront Street. The project will now enter the design phase, which will refine the one-way preliminary design for construction-ready design documents. Funding for construction has still not been identified, so a further timeline cannot be provided at this time.

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 led 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/>



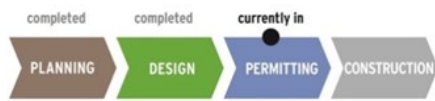
Manzanita Trail: The district has acquired a 3.44-acre piece of property and the final easements necessary to complete the trail between Discovery Park and Shevlin Park. A portion of the trail was completed in the fall of 2024 and the trail is planned to be fully constructed later this spring.

COMMUNITY/REGIONAL PROJECTS



Miller’s Landing Park River Access Project: Construction is in full swing on the two access points at Miller’s Landing Park, with a significant portion of the in-water work complete. All temporary water containment is scheduled to be removed starting March 26 and be fully removed prior to the in-water work time frame of March 31. Work will now move above the ordinary high water mark and is expected to be complete by late spring, early 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/>



Art Station: Land use applications have been submitted, and the building permit applications are planned to be submitted soon. It is expected that the project will go out to bid this coming spring.

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: Additional data analysis and site survey have been completed by the consultants and those results will be shared with staff soon. Once all the information has been received, discussions regarding the next steps for this project will commence. Meeting coordination with regulatory agencies is being pursued and expected to occur this spring or summer.

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/>



Columbia Park River Access Project: The joint permit was submitted to the Army Corps of Engineers and the Department of State Lands, and the Water Quality Certification has been submitted to the Oregon Department of Environmental Quality. The WOZ applications with the City of Bend have been finalized and will be submitted to the City's Planning Department soon. The anticipated start date for construction currently remains winter of 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.



Southeast Bend Regional Park Site: A public hearing before the Board of County Commissioners is scheduled for April 2, 2025, at 9:00 am in the Deschutes Services Building, 1300 NW Wall Street, 2nd Floor. The commissioner's decision will be 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: Amendment #1 to the professional services agreement was approved by the board at the meeting on March 4, 2025. The amendment covers the remaining design fees to complete the project. The design is developing and permitting requirements are being confirmed.

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 2027.

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: Staff completed the initial round of public outreach by issuing a public survey to collect feedback from neighbors about current use of the playground and suggestions on possible play opportunities. 148 surveys were completed by the community. This survey feedback, along with the opportunities and constraints of the site, will be used to develop design concepts for the playground replacement. Design for the infrastructure upgrades portion of the project have begun and are anticipated to be completed in April. Once complete, the design of the playground area will kick off.

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: The planning application for the historic review has been submitted. The project will be reviewed by the Landmarks Commission on April 15, 2024. The consultant team is developing the construction documents for staircase repair. They will also perform an assessment of the existing condition of the building.

The Boys & Girls Club is a historic building on the National Register of Historic Places. The building 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 from 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.

- **Park Search Area 28 (Easton Park Site):** The district is in the process of negotiating a purchase and sale agreement for an approximately 2-acre neighborhood park in the Easton neighborhood which is currently under development. District staff provided the developer, Pahlisch Homes, with a draft PSA in February 2025. Currently, the district has money budgeted in the CIP for the purchase of the property during the current fiscal year, with development of the park occurring through fiscal year 2027-2028.

Easton is a 119-acre, master-planned community in SE Bend located across the street from Alpenglow Park. When fully built out, the neighborhood will comprise of 615 single family homes, several apartment buildings, and ten acres of community retail space. The development includes a proposed 2-acre neighborhood park with trail connections from the Easton to Alpenglow Park and the greater SE Bend area.

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. **A dedication ceremony will be held at 4:00pm on April 2nd in Discovery Park.**

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 prioritizing training for the remainder of the fiscal year. The focus will be on staff engagement, particularly in facilities for the second half of 2025.

**Board Calendar
2025**

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

APRIL 15 – Canceled

APRIL 18

BUDGET TOUR 9:00-3:30

MAY 6

EXECUTIVE SESSION

STAFF INTRODUCTIONS

WORK SESSION

- City of Bend Site Specific TIF Program Update – *Rachel Colton and Jonathan Taylor – (30 min)*
- Old Bend Gym Repair and Building Report – *Bronwen Mastro (30 min)*
- Draft Recreation Programming Plan Review – *Matt Mercer (30 min)*

CONSENT

- Approve Fuel Card Contract

BUSINESS SESSION

- First Reading Park Rules and Regulation Ordinance – *Julie Brown (20 min)*
- Approve Natural Area Property Purchase and Sale Agreement – *Quinn Keever (20 min)*
- Approve Athletic Field and Sports Program Guidelines – *Becky Rexford (20 min)*
- Bend Elks Lease Extension – *Kristin Toney (10 min)*

REPORTS

- 3rd Quarter Admin Report
- Recreation Report – Winter Season

MAY 13 & 15 4:00 PM (May 15 tentative)

BUDGET COMMITTEE MEETINGS

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)*

DEI Update – *Bronwen Mastro*

Park Services Report: Hard surface Program – *Andy Sommerville and Jason Monaghan (15 min)*

Visit Bend