



Board of Directors

Agenda & Reports

January 3, 2012

Bend Park and Recreation District  
Board of Directors

AGENDA

January 3, 2012

5:30 PM Work Session

7:00 PM Regular Meeting

District Office Building  
799 SW Columbia  
Bend, Oregon



VISITORS

Work sessions are scheduled for the board to receive and discuss information regarding district operations, projects, and planning to aid in their decision-making process. **The board can choose to accept comment on work session agenda items at the end of their discussion. The chair may ask for comment from visitors at the appropriate time.** Please state your name and address and limit your comments to three minutes in the interest of allowing the board to complete their work session agenda.

5:30 PM WORK SESSION

1. SDC Fund Forecast
2. Financial Forecast
3. Community Survey
4. 1<sup>st</sup> Street Rapids Bridge - discussion



7:00 PM REGULAR MEETING

VISITORS

This is the time provided for individuals wishing to address the Board regarding items **not** listed in the business session. **The Board may elect to ask for comment on business session items at the appropriate time.** The visitor's section is not designed for a lengthy presentation. If you have a proposal for Board consideration, briefly introduce the subject, and request that the Board consider adding discussion to a future Board meeting agenda. Visitors who wish to speak are asked to sign up on the public comment card provided. Please state your name and address at the time you address the Board. Please limit your remarks to three minutes.

**CONSENT AGENDA**

1. Minutes: December 20, 2011 – Work Session & Regular Meeting

**BUSINESS SESSION**

1. Financial Statement Audit
2. 1<sup>st</sup> Street Rapids Bridge

**EXECUTIVE DIRECTOR'S REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

**ADJOURN**

## **BOARD AGENDA COMMUNICATION**

**AGENDA DATE:** January 3, 2012

**SUBJECT:** Revised SDC Fund Forecast

**STAFF RESOURCE:** Lindsey Lombard, Finance Director  
Bruce Ronning, Director of Planning and Development

**PREVIOUS BOARD ACTION:** The Board last discussed the 2011-12 SDC Fund Forecast on May 11, 2011 during the budget process.

**ACTION PROPOSED:** Review and discuss the revised SDC Fund Forecast and the implications it may have for revising the district's Capital Improvement Plan (CIP) for the 2012-13 budget process.

### **BACKGROUND**

The district's SDC Fund Forecast tracks annual SDC revenue and expenditures and estimates revenues and expenditures in succeeding years. It provides an important tool in monitoring the district's continued ability to develop new facilities in order to maintain levels of park and trail service over the life of the SDC capital improvement program. The forecast outlines five years of planned SDC funded acquisition and development. It matches capital expenditures with anticipated SDC revenue and shows a projected ending fund balance for each year during the period.

District SDC revenue collection is directly related to the issue of building permits for new homes in Bend. Rapid population growth and residential construction in the years 2002 – 2007 resulted in sufficient SDC revenue to fund a very aggressive park and trail development program. During those years the SDC Fund typically grew at a faster annual rate than the district was able to develop facilities and expend revenue. This resulted in substantial ending fund balances (EFB) in the fiscal years 2003 – 2008. For example, the SDC EFB was at a high of \$9,951,717 in 2005-06. However, with the combination of reduced revenue and the development of Riverbend and Pine Nursery Community Parks, nine new neighborhood parks, and parkland acquisitions, the EFB fell to a low of \$2,558,115 in 2009-10. A combination of slightly increasing revenue and a decrease in projects created an EFB of \$3,118,593 at the end of 2010-11.

### **STAFF RECOMMENDATION**

It is prudent that staff and the Board carefully monitor SDC revenue and the timing of project expenditures on a semi-annual basis to ensure that adequate funding will be available in the future to provide for those park system improvements identified as SDC fundable on the district's Capital Improvement Plan (CIP).

Staff will come to the work session prepared to present a revised 2011-12 SDC Fund forecast and its underlying assumptions. The board is asked to review and discuss the revised SDC Fund forecast as it affects the priority and timing of park and trail development projects listed on the adopted 2011-12 Five-Year CIP. This discussion is directly linked to the upcoming comprehensive CIP review that is scheduled for discussion at a board workshop on January 13<sup>th</sup>.

### **BUDGETARY IMPACT**

This discussion is for information and forecasting purposes only – therefore, there are no proposed budget impacts at this time. However, the forecast reflects slightly higher revenue than the board last reviewed during budget discussions in May 2011, as a higher number of single family permits were pulled during the period July through November 2011 than were originally forecast. (The number of permits pulled has returned to the level as during the same five months of 2008.)

### **MOTION**

*None*

### **ATTACHMENT**

None

## **BOARD AGENDA COMMUNICATION**

**AGENDA DATE:** January 3, 2012

**SUBJECT:** 2011-12 Financial Forecast

**STAFF RESOURCE:** Lindsey Lombard, Finance Director  
Bruce Ronning, Director of Planning & Development  
Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** None - for discussion purposes only

### **BACKGROUND**

The financial forecasting model, first developed in 2008, has become a valuable tool in predicting the effects of capital funding decisions and changing economic circumstances on the district's financial viability. Being able to foresee how decisions regarding park, trail and facility acquisition and development will affect the district's future operational budgets is vital to ensure the financial sustainability of the district. Financial forecasting becomes even more important during difficult economic times.

In the January 4, 2011, work session the board was provided a financial forecast that reflected the impacts of the adopted 2010-11 five-year Capital Improvement Plan (CIP) on the district's General Fund. Staff has since updated this forecast to more accurately reflect adjusted economic assumptions and the district's current year CIP and budget status. The revised forecast and its assumptions will be presented and discussed during the work session.

### **STAFF RECOMMENDATION**

Staff recommends that the board review the updated financial forecast to assist with future discussions regarding district priorities, and also for the upcoming budget process.

### **BUDGETARY IMPACT**

None at this time; however, the results of re-structuring of the district's capital projects list and priorities may have substantial impacts on future capital improvement spending as well as General Fund maintenance and operational budgets.

### **MOTION**

*None.*

### **ATTACHMENT**

None.

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	January 3, 2012
<b>SUBJECT:</b>	Bond Measure Poll Discussion
<b>STAFF RESOURCE:</b>	Don Horton, Executive Director
<b>PREVIOUS BOARD ACTION:</b>	No formal action has been taken on this issue. The board has provided direction to the Executive Director to pursue a poll to gauge the public's opinions and desires for a possible bond measure.
<b>ACTION PROPOSED:</b>	None - for discussion purposes only

### **BACKGROUND**

The board is about to engage in its annual reprioritization of the district's Capital Improvement Plan. The list of projects the board will be asked to prioritize is long and lacks funding to fully implement. Several of the projects on this plan are high profile and of a scale that requires additional resources to accomplish.

In addition to the district's project list, an additional item that has received much discussion over the past year is the Mirror Pond Sedimentation project. The Mirror Pond Steering Committee is recommending that a special district or some other funding mechanism be formed to address the pond's immediate siltation issue and provide for ongoing care. Other than a special district, a possible funding source could be a bond. The Steering Committee has asked that we include the sedimentation project in the poll to determine the public's level of desire for addressing the siltation issue, and to gain a better understanding of how the community might fund the project.

The Trust for Public Land has agreed to assist the district in this exercise by providing technical assistance and working with a pollster on survey design and analysis. This poll is timely due to the completion and findings of the recent recreation needs assessment survey; the engineering work and cost estimation completed on the Colorado Dam project; the desire of the Mirror Pond Siltation Project Steering Committee to poll residents; the partnerships developed with Bend Ice and the Paddle Trail Alliance; and the perceived community desire to bring some of these high profile projects to fruition.

Top facility needs and support for various actions as identified in the September 2011 Recreation Needs Community Survey include:

- Rehabilitate older parks and facilities
- Develop and connect multipurpose trails (particularly Deschutes River Trail gaps)
- Purchase land for future parks
- Develop additional public indoor exercise and fitness facilities

Based on the survey results and board discussions over the past year, staff recommends that a poll be conducted to determine the community's values and interest in funding the following projects:

- Deschutes River centric list
  - Deschutes River Trail, gaps/ROW acquisition/planned bridges and under-crossings
  - Colorado Dam Paddle Trail and safety improvements
  - Miller's Landing Phase II
  - Davis Park Master Plan improvements
  - Mirror Pond sedimentation
  - Gopher Gulch Ranch access improvements
- Reinvestment in older parks
- Purchase of conservation lands for future parks
- Pine Nursery Phase I completion
- Indoor Fitness/Swimming/Recreation Center
- Ice skating facility
- Skateboard park

Through previous surveys and working with community groups, the board knows that the projects listed above are important, but we don't know the level of financial support that the community is willing to make in order for the district to move forward on the most costly projects. This poll will determine the level to which the community is willing to support a bond. While it is likely that the community would not support a bond large enough to complete the entire project list outlined above, it will help the board better understand the community's priority in financing these projects.

### **STAFF RECOMMENDATION**

Staff recommends that the board discuss and advise on topics for inclusion in the district poll. The list provided in this document is a list based on what we've learned in the survey work and in discussions with the community. The board should determine whether this list is comprehensive enough to gain the information you will need to further this discussion. Writing of the questions is best left to the pollster who has experience with polling funding measures for park, recreation and conservation projects.

### **BUDGETARY IMPACT**

The total cost to conduct the poll is estimated to be \$17,000-\$19,000. The Trust for Public Land has offered to provide a grant up to \$5,000 to assist with the cost of the poll and to provide technical assistance for no additional cost to the district. Upon board suggestion, three quotes will be solicited for these services. The final cost will be contingent upon the final cost quotes.

### **ATTACHMENT**

Scope of Services prepared by the Trust for Public Land.

# **Request for Proposal for Public Opinion Survey Work**

**Tuesday, December 13, 2011**

**Conducted for: Bend Park and Recreation District, Bend, Oregon**

## **1. Executive Overview**

Bend Park and Recreation District (BPRD) requests services to test voter attitudes towards a variety of subjects related to BPRD potential projects, including:

funding options for a silt study for Mirror Pond (including the potential for a taxing district);

land acquisition and capital projects along the Deschutes River including:

- safe passage and whitewater play improvements at the Colorado Street Dam
- development of Miller's Landing and Davis parks
- Gopher Gulch access and trail improvements

Pine Nursery Park completion of Phase I

voter tax tolerance regarding an indoor recreation center and/or an ice-skating rink.

It is assumed that the survey will contain template questions including:

testing of voter tax tolerance for a general obligation bond;

testing of voter attitudes;

testing of other voter priorities;

testing of voter conservation/recreation priorities;

testing of positive and negative messages;

This survey is assumed to be a 400-person sample of demographically-matched, likely voters to be completed by telephone in 15-17 minutes.

## **2. Vendor Background**

Years in business;

Provide names, titles and contact information for the team responding to this RFP.

**3. References**

List the total number of surveys completed in Oregon in the past five years;

Provide three (3) references, including name, title and contact information.

**4. Cost**

Submit proposal of cost for 400-sample size, 15-17 minute telephone survey.

Cross tabs to segment by area of town and demographics

Present the results to BPRD staff and board of directors

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 3, 2012

**SUBJECT:** NW 1<sup>st</sup> St. to Revere Ave. Pedestrian Bridge and Path Design/Engineering Project

**STAFF RESOURCE:** Bruce Ronning, Director of Planning and Development  
Steve Jorgensen, Planning Manager

**PREVIOUS BOARD ACTION:** The board received public comment on the findings of the ODOT funded design project and discussed the recommended bridge location on December 20, 2011

**ACTION PROPOSED:** Approve a Preferred Bridge Alternative

### **BACKGROUND**

*This agenda item is a continuation of the discussion held at the December 20, 2011 board meeting. See the December 20 board agenda communication for additional background and the staff recommendation. A summary of the project findings, the December 20, 2011, Board agenda report, and staff's December 20 PPT presentation can be found on the district's Web page at: <http://www.bendparksandrec.org/docs/pg/10550>.*

At its December 20, 2011, business meeting, the board considered the staff recommended bridge location and received comments on the proposal from members of the public in attendance. The district has subsequently received additional comments via email and an editorial on the subject appeared in The Bulletin newspaper on December 22. (See "Comments" below.)

On December 20, the board chose to delay a vote on the preferred bridge alternative until the January 3, 2012, meeting and pending site visits with staff. Once the board approves a preferred bridge alternative, the consultant will finalize the required ODOT Design Acceptance Package (DAP). The DAP is the advanced and final design of the project in fulfillment of the terms of the ODOT grant contract. The Board will also be asked to approve the final bridge and trail designs prior to submission to the city of Bend for review and issuance of a Waterway Overlay Zone (WOZ) permit.

### ***Public Comments:***

During the board business session on December 20, attendees were offered the opportunity to voice their concerns including either their opposition or support for the bridge alternatives under consideration. Twelve individuals spoke with regard to the bridge proposal and to the relative merits of Alternative B-2 and Alternative A. The comments ranged from overall support of the bridge concept to opinions questioning the need for the bridge. The majority of the speakers reside on the west side of the river near First St. Rapids Park. One speaker represented Visit Bend and two others reside outside of the project area, but have interests or represent concerns in the vicinity of the bridge alternatives.

Many who spoke voiced opposition to Alternative B-2 expressing concerns involving the visual/aesthetic impacts of the proposed bridge on current views of the rapids area; the impacts of local homeowner's views; the concern that the bridge would degrade the area identified as the "sandy beach"; and that use of the bridge by cyclists and runners would pose congestion and safety conflicts with the current activities taking place near the sandy beach area on the west side. Some spoke to the lack of need for a bridge in general given the current alternative for trail users to follow sidewalks along 1<sup>st</sup> Street and Portland Avenue and cross the Portland Avenue Bridge in order to reconnect to the DRT at Pioneer and Pacific Parks. Others voiced concerns over Alternative A impacting the views from their homes, the impacts to Davis Park and the overall higher cost. Several expressed the view that the bridge and trail are proposed not only to serve the adjacent neighborhoods, but will connect a gap in the DRT and serve the need of the greater Bend community. A more complete summary of the comments is included with the December 20 board meeting minutes.

### **STAFF RECOMMENDATION**

*Based on the public comments received at the December 20 board meeting and on-site visits conducted with individual board members the staff recommendation remains as presented and as is reiterated here:*

#### ***Bridge:***

Of the four options considered in the analysis, Alt. B-2 is the most cost-effective and also offers the best implementation scenario. While Alt. A reduces impacts in the rapids area, it requires the longest span, presents considerable construction difficulty on the west side, and has tree removal and grade impacts on the east side. Due to span length and the construction complications associated with the TID pipeline, Alt. A is the most costly alternative. Considering the full range of information developed with the design process and during public project review, staff recommends Alt. B-2 as the most practical and cost effective alternative.

#### ***Connecting Paths:***

Each of the path options will work with any of the bridge designs. Therefore, determination of a preferred option is primarily related to cost and impacts to the future Davis Park design. Staff recommends that the decision regarding the preferred east-side path alignment be deferred until the bridge location is determined and then included with the Davis Park master planning effort.

#### ***Project Costs:***

The various combinations of bridge locations and connecting paths result in significant differences in total estimated project costs. The low and high cost ranges of the Alternatives A and B-2 bridges combined with Davis Park pathway connections based upon current information are:

##### **Lowest Estimated Costs:**

- Bridge Alt. B-2 (\$430,000) plus East Side Path Option 2 (\$160,000) = **\$590,000**
- Bridge Alt. A (\$650,000) plus East Side Path Option 2 (\$160,000) = **\$810,000**

##### **Highest Estimated Costs:**

- Bridge Alt. B-2 (\$575,000) plus East Side Path Option 3 (\$430,000) = **\$1,005,000**
- Bridge Alt. A (\$850,000) plus East Side Path Option 3 (\$430,000) = **\$1,280,000**

## **BUDGETARY IMPACT**

None at this time, however, the additional design work needed to more closely evaluate Alt. A is not funded in the current ODOT grant and would require additional district funds.

## **MOTION**

*I move to approve bridge Alternative \_\_\_\_, to authorize the Executive Director to complete the final design through the ODOT Design Acceptance Package and to apply for city of Bend WOZ project permitting.*

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session & Regular Meeting  
December 20, 2011**

**BOARD PRESENT:** Ted Schoenborn, Scott Asla, Scott Wallace, Ruth Williamson and Dallas Brown.

**STAFF PRESENT:** Bruce Ronning, Lindsey Lombard, Matt Mercer, Ed Moore, Theresa Albert, Colleen McNally, Jan Taylor, Bob Smith, Paul Stell and Erin Gerhardt.

**LEGAL COUNSEL:** Neil Bryant.

**MEDIA:** Nick Grube, The Bulletin and Joe Burns, KTVZ.

**VISITORS:** Jim Griffiths, Mike Lovely, Mike Schary, Michael Graham, Justin Gottlieb, Geoff Frank, Bruce Lilleston, Kierston Lileston, Dick Tobiason, Pam DiDente, Marion Davidson, Tom Comerford, Arnis Berkulis, Gilead Leventhal, Maureen Berkulis, Howard Friedman, and Terry Gloeckler. Bill Marlett, John Sterling, Gerald Itkin, Joe Mahoney, Keith Scott, Julie Ireland and Eric Tobiason.

**WORK SESSION**

Chair Ted Schoenborn convened the work session at 5:35 pm.

**Colorado Dam Paddle Trail Update**

Robin Laughlin briefly reviewed the background on the Colorado Dam Paddle Trail leading to the board's acceptance of the Recreation Engineering and Planning firm's recommendation of a design identified as Option 1 A. She described the design elements of Option 1 A, and explained that Otak Inc. had been selected to lead a consultant team in providing phased planning, engineering and environmental services toward final construction and permit-ready documentation to implement the option. Robin noted a full set of extensive reports would be available on the district's website beginning Wednesday, December 21. She conducted a PowerPoint presentation demonstrating the phases of the design work including geotechnical engineering, natural resources inventory, channel morphology and existing dam documentation. She identified elements of the design work including hydraulic analysis, hydraulic modeling, on-bank support and construction cost estimating. Robin reviewed three design alternatives based on the Option 1A concept with refinements developed by Otak following site assessment findings and additional hydraulic analysis. She addressed the need to remove the existing pedestrian bridge and its support structures to facilitate safe passage for river users and reviewed details of a proposed replacement bridge. Robin also presented information regarding preliminary construction cost opinions and explained increased costs over previously provided figures are largely due to increased material volumes, more detailed construction estimates and significantly higher bridge costs. She explained the next steps include sharing the detailed reports with landowners, stakeholders and partners noting that discussions with these parties have been occurring throughout the process to date. She stated it is hoped to then select a design alternative to present to the board in early 2012. Bruce Ronning stated that an additional \$30,000 will be needed to complete Phase III of the Otak work.

Doug Knight, Vice-Chair of the Bend Paddle Trail Alliance (BPTA) board, presented a packet of letters in support of the Colorado Dam Paddle Trail project. He stated that BPTA remains a loyal partner on the

proposed project and is prepared to begin a capital fundraising campaign to help fund the project. He cited the positive economic impact to the community of the project and stated the group is excited to correct the safety problems as well as provide a recreational opportunity for river users. Dallas Brown asked if BPTA has encountered any opposition to the proposed whitewater park. Doug stated he has spoken to a lot of people in the community and has not encountered a single person who is opposed to the project. He stated he thinks the community as a whole understands the risks and danger associated with the existing site.

Geoff Frank addressed the board. He stated he is on the BPTA board and owns a business located directly upstream of the proposed project. He stated that in the last seven years BPTA has raised substantial funds and created very strong alliances and partnerships in support of this project. He stated they feel it will bring a huge financial impact to our community which will bring strong financial partners that will help parks and recreation and BPTA on this project. He stated BPTA does not expect parks and recreation to fund the whole project and they are willing and eager to start a capital campaign. He stated there is increased concern around safety issues from the increased numbers of river users brought on by the addition of Farewell Bend and Riverbend parks. He stated that BPTA is poised and ready to help parks and recreation solve this problem and make it a reality. Ruth Williamson asked Geoff from a paddler's perspective what his preferred option would be. Geoff stated they need to look at the proposed designs a little closer and noted the functionality of the adjustable gates is more expensive, but worth it in the long run as it would make it world-class vs. a good park. He stated they would be happy with whatever options they could get, but they are willing to raise the funds to make it world-class, great feature. Ruth asked if BPTA could host great events without the pneumatic devices. Geoff stated they could host events without those features. He stated there are fantastic parks around that don't have the pneumatic elements and they hold amazing events; those features would raise the level of the park above and beyond. He encouraged the board to decide on the project design to allow BPTA to begin establishing partnerships and start raising some significant dollars.

Scott Wallace asked about the timeline to complete Phase III of Otak's work. Robin stated it appears that Otak can complete that work in the next two months. Dallas Brown asked when construction could begin. Robin stated the permitting process can take three to 12 months depending upon what the permitting agencies require, and breaking ground could happen a year to a year and a half from now, providing the funding is in place and we get the permits. Dallas asked when the construction season would be and if it would interrupt use of the river. Robin stated that because of the way the river is controlled it becomes more feasible to work in the river during the winter, and that is a discussion that will have to occur with the agencies that regulate the river. Ruth Williamson asked about the habitat improvements with regard to leaving the river better than we find it. She added that it would be her expectation that the project would be attractive for grant funding if we are keeping that as a high value. Robin stated that existing conditions include a fish ladder that biologists aren't sure the resident fish have the ability to move through, and by providing a place for boaters and tubers to come down, it provides a place for fish to go up river. She stated that would also increase the flows providing cooler water, reduce sedimentation and improve spawning potential. Ruth asked if the pneumatic devices would require someone offsite to operate them. Robin explained there are different ways they can be controlled such using a person to manually change the flows and linking to computers through phone lines for remote operation. Dallas stated he understands there will be different levels of difficulty in the channels and asked what kind of dangers would exist for novice users. Robin stated that water, particularly moving water creates a danger as well as the potential for colliding with other users. She described how floaters that have been flipped off their floating device would be flushed down to still water at the bottom of the channel. Bruce Ronning explained the controls

that would direct floaters into the correct channel. Dallas asked about the access for paddle boarders. Robin explained the bridge would be designed with a 6' clearance to accommodate paddle boarders.

### **Noxious Weed Report**

Ed Moore introduced Erin Gerhardt stating that she has been a park aid in natural resources for the past two years. Erin shared her education, background and experience previous to working for the district, including receiving a Bachelor of Sciences degree from the University of Idaho. Paul Stell explained the noxious weed program is a big part of taking care of what we have. He stated he served on the Deschutes County Weed Board in the 1980s and has served as chair on the re-formed board since 2000. He explained the efforts undertaken to eradicate spotted knapweed in Shevlin Park and along the Deschutes River Trail. He stated the district began GPS mapping of weed infestation in 2006 and funded a program in the amount of \$5,700 in the 2007 budget. He stated that amount has grown to \$17,000 and with the continued growth of district properties it is anticipated that additional funds will be needed to address a control program. Paul stated that control of noxious weeds and invasive species is required under state statutes. He explained how the weeds are spread and become established. He stated that Erin has taken on the GPS component of the management program. Erin explained how weeds are inventoried and mapped to provide information about location, size of the area and density of growth. Paul reviewed the methods used to manage weed infestations including herbicides, weed pulls and biological controls. He stated while district staff does much of the work, the management of large areas such as Gopher Gulch will be contracted out. Paul also cited the efforts of many volunteers that have participated by doing concentrated weed pulls. He noted their help is invaluable in sensitive riparian areas where chemical controls are to be avoided. Paul stated restoration is every bit as important as the control aspect of the management program and explained how native plants are used to help control noxious weeds. He added that the district has worked with Deschutes County to help re-seed large areas in need of restoration. Ruth Williamson stated that Erin's work provides an important measure to work from and thanked her for her efforts. Scott Wallace asked if there is a prioritization or ranking from year to year, knowing that it is not possible to take care of everything. Paul stated that those areas that have been identified as having a large scale disturbance and potential for a serious, imminent infestation are addressed quickly. Dallas referred to the use of volunteers and asked about partnerships with organizations such as Heart of Oregon Corps, AmeriCorps and possibly the use of juvenile offenders through the county. Paul Stell stated the district is currently working with the county juvenile justice program on graffiti removal and over the years has used nearly every youth crew in central Oregon as they are available. Ed noted that Cub Scout and Boy Scout groups have volunteered at Riverbend. Dallas stated that is something he would personally like to see grow in the coming years. Ed cited Paul's efforts serving on the Deschutes County Weed Board since 2000 and how that has benefited the district as well as the entire community.

The work session was concluded at 7:05 pm.

### **REGULAR MEETING**

Chair Ted Schoenborn called the regular meeting to order at 7:10 pm.

### **VISITORS**

Keith Scott addressed the board. He commended the district for the fine job of maintenance at Woodriver Park, and other parks throughout the district. He stated that despite the ongoing recession the district does maintain a high level of care of the parks. He wished everyone a Merry Christmas and Happy New Year.

Dick Tobiason addressed the board. He requested the Bend Park & Recreation Foundation to transfer a sum of \$11,000, surplus to the Bend Heroes Memorial project needs, to the Bend Heroes Foundation to fund the cost of taking veterans of World War II to Washington, D.C., to visit their national memorial. He explained their mission as a foundation is to honor veterans by taking them to memorials, creating memorials and creating scholarships. He thanked the board for approving the placement of the Bend Heroes Memorial in Brooks Park and the district for maintaining the memorial under the direction of Ed Moore. He explained the contents of a memorandum of understanding he had signed with the district at the outset of the memorial project including funding the engraving of memorial bricks and maintenance of the site. He stated they would like to leave \$3,000 in the foundation fund to address those needs.

Bob Woodward addressed the board. He thanked the board for their support of the veteran's memorial and stated he hoped the board would support Dick in his effort. He stated the members of the greatest generation are fading fast and it would be a wonderful opportunity to get them to the World War II memorial in Washington, D.C., and it would be a nice tribute to all of them.

## **BUSINESS SESSION**

### **CONSENT AGENDA**

#### **Minutes: December 6, 2011, Work Session & Regular Meeting**

Ruth Williamson moved to approve the consent agenda. Scott Asla seconded the motion. Ruth Williamson, Scott Asla, Scott Wallace, Dallas Brown and Ted Schoenborn all voted aye. Motion passed.

#### **Approval of 1<sup>st</sup> Street Rapids Park Bridge Location**

Bruce Ronning introduced Steve Jorgensen, Planning Manager, Barry Johnson, W. & H. Pacific, and Tom Atkins, J.T. Atkins & Co. He stated this agenda item is a decision item for the board, and staff is seeking direction on the preferred bridge alternative for the proposed 1<sup>st</sup> Street Rapids Bridge. He explained it is the intent of staff to move forward with a Recreation Trails Program grant application in January and in order to meet that deadline, staff needs a decision from the board. He added the bridge decision will also drive the Davis Park Master Plan process.

Steve Jorgensen reviewed the history of the proposed bridge and noted the board's previous action to approve an ODOT Local Agency Agreement in April, 2011. He reviewed the public process and stated the citizens have been engaged and well educated, and he appreciated receiving all of the input. He referred to the Deschutes River Trail and stated that it currently consists of 16 miles designated as open to the public with an additional seven miles identified to fill gaps in the trail. He stated the proposed 1<sup>st</sup> Street Rapids Bridge was identified as a means to fill one of those gaps. Steve stated this trail first appeared in 1981 on the Bend Comprehensive Plan Map, identified as the River Run Trail. He stated the area under discussion tonight was identified as trail 7-A on the City of Bend Urban Trails Plan. He stated in 2002 the Deschutes River Trail Action Plan further identified this section of the trail and addressed some project goals and actions in terms of acquiring necessary public property on each side of the river to make the bridge connection which led to the acquisition of the Davis-Lilleoran property that is now the Davis Park site. He noted the planning level documents at that time identified concepts for possible bridge locations. He stated the continued planning efforts of the city with their TSP update in 2006 and the district's Trails Master Plan in 2007-08 have identified a conceptual crossing at 1<sup>st</sup> Street Rapids. Steve conducted a PowerPoint presentation demonstrating various proposed locations for the bridge and addressed the potential impacts to the wetlands, wildlife, potential archeological concerns, geotechnical analysis, an existing Tumalo Irrigation District pipeline, and construction staging. He stated it is the staff's recommendation to select Option B-2 at this time with the option of looking at Alternative A, with the

understanding that that option will require additional engineering work to address the issues of design to go over or around the irrigation pipe. He added that the engineering work could delay the district's application for a \$150,000 grant from Oregon State Parks which would help offset the costs of the bridge that is decided upon. Steve also explained that staff has done the work necessary to qualify for any future federal grant opportunities through ODOT, and identified other potential grant sources.

Chair Ted Schoenborn invited comment from visitors.

Gilead Leventhal addressed the board in opposition to B-2 and C routes. She cited the potential conflict for bikers and walkers merging at these locations.

Marion Davidson addressed the board in support of option A. She stated the B option creates a big safety problem with congestion of the swimmers, dog walkers, fisherman, kayakers, sand castle constructors, tubers and canoeists who will converge where access is easy. She stated the reason that area attracts a lot of use is because most of the banks of the river are too high toward the north to access the water. She stated even though it costs more it would be penny-wise and pound-foolish not to consider A because it moves the bridge about 200 feet beyond this area of congestion to an area where the riverbank is much higher and there is no access to the water. She stated the area deserves not the cheapest option, but the best and she hopes the board will support option A.

Pam DiDente addressed the board in support of option A. She urged the board to postpone their decision and allow more time to obtain factual information about option A and time to explore creative solutions and problem solve some of the significant neighborhood impacts that would be affecting both sides of the river. She stated option B-2 creates problems and option A solves problems and connects the river trail. She cited congestion of various park users at the B-2 location noting that with current use in that area there is already conflict. She stated option A does not interfere with any current activity and allows for smooth bicycle and pedestrian flow, and accomplishes the goal of connecting the trail system. She stated the aesthetics of the rapids are significantly compromised by option B-2 and invited the board to tour the site to see the difference. She stated option A extends the active use of Davis Park north by one-third and also directs more people toward the north end of Davis Park which is known for drug dealing, drug use, overnight camping and camp fires. She stated she believes the increased use of Davis Park will eliminate those patterns that were highly active this summer. She stated this bridge placement is a permanent change and urged the board to be creative and allow the time to find a way to make option A work.

Doug LaPlaca addressed the board representing the board and staff of Visit Bend. He stated Visit Bend serves as the tourism bureau and the sports commission for the city of Bend. He stated that while they are not prepared to support or oppose any of the four options, they enthusiastically support the vision of the project and encourage the board to move forward with the option they decide is best. He stated that in addition to being an excellent amenity for locals, they also believe this bridge project will be an attractive amenity for the over 2 million visitors we host in Bend on an annual basis. He stated that while we understand that parks and recreation is not driven by a tourism mission, we also recognize that our missions are very much intertwined. He shared a two-year tourism study that measured activity participation among visitors that reflects the number one activity of visitors to Bend is hiking and trail running. He stated on behalf of Visit Bend he encouraged the board to move forward with the project.

Tom Comerford addressed the board in opposition to all of the options. He stated he is horrified by the visual impacts on the 1<sup>st</sup> Street Rapids. He stated it is a gorgeous natural feature and he compared any of those bridge options to painting a mustache on the Mona Lisa. He stated his exception to the

questionnaire polling the participants about whether they would use a bridge rather than asking if they wanted a bridge. He suggested asking the public if they want a bridge using the photographs to demonstrate the visual impact on this natural resource. He stated the Portland Avenue bridge works beautifully and it is much safer than any of these four bridge options.

Bruce Lilleston addressed the board in support of option A. He stated they live in Redmond on a half-mile stretch of the Deschutes River that is a private, protected sensitive mammal and bird habitat with a riparian overlay. He stated he is speaking personally and representing clients from Hawaii who have purchased a house above the Deschutes River Trail. He stated he and his wife are realtors and the public input we give at these meetings is hugely important. He stated he agrees with the speaker who did not want any bridges to a certain extent and he thinks B-2 is a bad idea. He stated if a bridge is going to be done he supports option A. He stated time is something we need more of, and we are going to make a mistake on a decision if we cut it short. He stated we can't go cheap with this and the pads are going to be hugely intrusive anywhere you put the bridges. He referred to an email from his client to be read into the record. Ted Schoenborn advised him that all of the board members had received the email and that is sufficient for the record.

Annis Berklulis addressed the board in support of option B-2. He stated his neighborhood is more impacted by anybody as to what goes on in Davis Park and the consequences of the bridge alternatives. He stated their primary concern has always been to have a safe park that is free of the drug activity, drinking, and camping and fire issues in recent years. He stated the people on the west side of the river don't want the bridge and don't want it close to them so option A is the farthest from them. He stated those are the people you have heard tonight and that is not really a good way to decide where to put the bridge. He stated the staff recommendation, option B-2, clearly makes the most sense economically and environmentally. He stated he would recommend that the board go with the staff's recommendation of option B-2.

Bill Marlett addressed the board. He stated this is the first time in the 22 years he has lived in the neighborhood that he has come forward to oppose something in the neighborhood. He stated that he worked with Vince Genna from 1984 to 1986 as the river planner for the city and the county developing the river trail concept. He stated that he and a number of others who have felt excluded from the process in terms of whether there should be a bridge, but how it should move forward. He stated he is in support of the river trail concept and Portland Street Bridge does provide access and people do use it. He stated there are other impacts and the visuals show clearly that you are blocking and having a major impact on what is one of the most valuable natural assets in the central part of the city of Bend. He stated fundamentally you are changing forever and altering the characteristics of this site and this is the one time he would like to see the board defer a decision indefinitely, take a harder look at the impacts, and preferably do an assessment of whether people want to see a bridge there.

John Sterling addressed the board in opposition to a bridge. He stated the main attraction for him about the 1<sup>st</sup> Street Rapids Park is its natural character. He stated there is not another stretch of the Deschutes River in downtown Bend that comes close to its wild character. He stated he uses footbridges throughout the city and he feels they have been placed in appropriate places, but the 1<sup>st</sup> Street Rapids is not an appropriate place for a footbridge. He stated it will permanently change the way that park looks and the way the river looks. He stated he does not feel we have looked at whether this is a smart decision to make now or ever. He stated there is a lot of ambivalence and opposition among the neighbors and he feels the board needs to take a long hard look at this because you can't let a grant proposal deadline determine when you are going to make a decision on something that will far outlast all of us. He stated his two children have used the sandy beach almost every summer day and a bridge at either option B-1 or B-2

would irreparably change the character of that area. He asked the board to think about all of the kids who use the beach as it is the only accessible, safe place to play.

Gerald Itkin addressed the board in support of option A. He stated if the sandy beach area did not exist people would say the park and recreation district could create a wonderful beach for \$1 million to \$2 million. He stated we don't have to do that because it is already there, so if the reason not to build option A is that it will cost more, you get two for the price, because for the extra money you have a phenomenal beach that already exists and won't be ruined. He stated if you are going to build a bridge option A should be fully explored.

Terry Gloeckler addressed the board in opposition to a bridge. She stated any bridge is going to greatly impact this area and she supported a questionnaire asking people if they truly felt a bridge is necessary would be important. She stated she feels there are problems on both sides of the river that will be intensified and impacted by a bridge and she does not feel those problems are being addressed. She stated the crossing on Portland Avenue in terms of continuity of the Deschutes River Trail is a dangerous crossing and that is something that needs to be looked at. She stated we have an extremely wonderful natural area and we are talking about placing a bridge that would have a huge impact on this area. She asked the board to seriously consider what is being put before you.

Jim Mahoney addressed the board in support of option A. He stated he is very excited about the prospect of building the bridge. He stated this river belongs to everybody in Bend and the board's responsibility is to the entire community. He stated it is his good fortune to live near the river, but it doesn't give him any more right to make this decision than anyone else. He stated you are also responsible for the cost benefit analysis and he would defer to the board's decision as to what the best course is for the community as a whole, not just neighbors on either side of the bridge.

Bruce Ronning stated that he believes staff has heard these comments and discussion during the public process. He stated staff's recommendation to the board is based upon the balance of what we feel is the best location for the bridge and he thinks the consultants have done very thorough job of scoping the various technical construction issues. He referred to the scientifically based 2008 survey associated with the comprehensive plan that was repeated in 2011 that asked about the respondent's level of support for improvements to the park and recreation system. He stated 69% of the respondents in 2008 were in support of completion of trail bridge crossings of the Deschutes River, and in 2011 73% were supportive.

Scott Wallace asked about the issue of congestion of the B-2 west landing. He stated he has toured it from the east side and asked for additional background with regard to bikers and other users converging at that location. Steve Jorgensen stated consideration had been given to what happens with existing access paths specifically the canoe launch and kayak area, and the upstream access to the sandy beach area. He stated from staff's evaluation, the B-2 footing and actually landing of the bridge would provide enough distance to accommodate reconfiguration of those connections and make it as safe as possible. He added that in terms of continuity of the Deschutes River Trail going north and south, it would not be a straight shot that would slow down bikers. Scott Asla stated that it appeared to him that the landing for option A would be the tightest. Steve stated that is correct and there would not be people playing in the water where option A would land and a construction pad that leaves a retaining wall could expand and open up that spot to more space than exists today. Barry Johnson noted that bridge ends on the west side of the river would essentially be very close to the existing trail grade on the west side of the river and noted the height of the landings of proposed options A and B-2. He stated there would be significant clearance between the river and the bridge and the intersection points are going to be on the plateau, not intermingled with the lower

trails. He added that the visuals do not give an accurate rendering of the height of the bridge in terms of scale. Ruth Williamson stated if this comes to a vote, which she cautioned the board from pursuing right now, she would not support option B-1 or option B-2. She stated what is happening in that area right now is very vital and multi-faceted, there is history to it and it is a very vibrant part of the way our community uses the river at that point, and to bring a bridge to bisect it at that point would change that usage probably forever, not to mention the aesthetics. She stated she is strongly in support of a continuous river trail through Bend, but she does not think options B-1 or B-2 or good choices and she thinks we should defer this discussion and ask Steve to give us more information about the costs associated with option A. She added there is some beautiful and precious wetland area to the north of option A that she considers to be the best part of the Davis property and she would like to see it developed with great sensitivity, not unlike the boardwalk in Farewell Bend Park. Dallas Brown stated he is in support of Ruth's statement and at this point he is not comfortable voting for either option B-1 or B-2, based on the testimony received, and he believes there is a safety issue to look at with B-2 especially with regard to bikers gaining momentum coming down the hill. He stated maintaining the beach is as important as being able to see the rapids without having a bridge over them. He asked if deferring the decision to January 3 would allow staff enough time to complete the additional work needed to provide more information about option A. Bruce Ronning stated the funding is not available to do the additional exploration of the technical issues regarding the west end of option A. He stated if the board prefers option A, staff will explore that, but it will require more time and funding to determine whether option A is doable. Scott Wallace stated we should get some more information before going down a path we are committed to in terms of a location. He stated what he has heard tonight gives him some pause and he is not sure elimination of the B options is the right decision, and he would like to know more about the constructability of option A at the west landing. Scott Asla stated Davis Park needs a bridge and will be enhanced by it. He stated he has lived behind the Larkspur Trail for 16 years and it did nothing but get better and better as it was improved. He stated Davis Park will improve. He stated he has walked options A and B and A feels tight. He stated he thinks if we go with an A option we are never going to build a bridge. Ruth stated she would like more information about the anticipated cost difference between option A and B and weigh that real number in this deliberative process. Ted Schoenborn stated from what he has heard tonight, it appears that option B-2 does not impact the sandy beach, jumping rock, or the kayak area, and what it does is save \$250,000. He stated that indicates to him that is likely to be a very good kind of a choice, and he doesn't have to think too long about a project that is going to be at least \$200,000 more and possibly substantially greater. He stated in considering all of the information provided by staff, this kind of recommendation makes some very practical sense. Ruth stated there are long-term implications to where this bridge is sited and she thinks we should be very thoughtful in terms of our final decision. She stated the board has not discussed this prior to this meeting and to reach some consensus around this project would require some additional discussion. Steve Jorgensen stated in weighing all of the factors, and there is a confusion element that he felt staff could do more work on, short of the option A evaluation, to clarify the B options. He suggested that some additional field work followed by a board tour of the site would help with the board's deliberation. The board determined to delay further discussion until the January 3 meeting.

### **Approve Purchase of the former Mt. Bachelor Park & Ride Site**

Neil Bryant explained the board is being asked to consider an action item to purchase the Mt. Bachelor Park & Ride property located in Shevlin Center. He stated the site consists of 11.04 acres and he provided a brief history of previous ownership. He stated the purchase price is \$2.5 million and cited the information provided in the board agenda communication. He stated the board has long recognized the need for a west side recreation facility. He noted there are no immediate plans for construction following this purchase. He referred to the environmental evaluation that was conducted including a letter from DEQ indicating no further action is necessary. Neil stated an appraisal was conducted as of November 21,

determining a value of \$2,765,000, after taking into consideration potential off-site improvements totaling \$1.3 million. He also noted most recently the property was listed for \$14 per square foot, resulting in a price of \$7 million. He stated the sale price of \$2.5 million is below the appraised value. Scott Wallace asked if the district would need a zone change to develop the property. Neil stated there is great flexibility with mixed use, and a zone change might not be needed. He stated the district would consider a public space type zone use, and doing that would allow for new discussions with the city. He noted that decision would not occur until some master planning had been done to determine how the property will be used. Scott Asla moved authorize the Executive Director to enter into an agreement with Springer Development, LLC, to acquire the Mt. Bachelor Park and Ride site for an amount not to exceed \$2,500,000 plus any related closing costs. Ruth Williamson seconded the motion. Ruth Williamson stated that she thinks this is a remarkable opportunity for the park district to acquire a piece of property centrally located to advance the mission of delivering park and recreation services to our community. She added that every so often you have the opportunity to advance the community on multiple levels with a move like this and she is excited about the memorandum of understanding with OSU-Cascades and working together with them to make this vision for a centrally located OSU-Cascades campus a reality. Scott Asla, Ruth Williamson, Scott Wallace, Dallas Brown and Ted Schoenborn all voted aye. Motion passed.

#### **Adoption of Resolution No. 339 – Approving Appropriation Adjustments for FY 2011-12 Budget**

Lindsey Lombard explained local budget law allows for a transfer from the Operating Contingency in the General Fund into another appropriation category as long as that amount is less than 15% of the total appropriations in that fund. She stated as a result of the board's decision to purchase the Mt. Bachelor Park and Ride property, \$1.4 million needs to be transferred from Operating Contingency in the General Fund into the transfer out category which will be followed by a transfer into the Facility Reserve Fund Capital Outlay. Scott Wallace moved to adopt Resolution No. 339, approving a transfer of appropriations for the fiscal year 2011-12 budget. Scott Asla seconded the motion. Scott Wallace, Scott Asla, Ruth Williamson, Dallas Brown and Ted Schoenborn all voted aye. Motion passed.

#### **Draft MOU OSU-Cascades**

Bruce Ronning invited Becky Johnson, Vice-President, OSU-Cascades campus, to join Neil Bryant in the presentation regarding the proposed memorandum of understanding (MOU) with OSU-Cascades for a partnership between the university and the district to share in the development of the Mt. Bachelor Park and Ride property. Neil stated there is no action required, rather the presentation it is to inform the board about the proposed MOU. He stated the district is excited about exploring the possibilities of a partnership to develop this property with OSU-Cascades. He noted OSU-Cascades recent purchase of the Edge Wireless building. Becky Johnson stated they are hoping to expand into a four-year university and we can't think of a better place to do it than here in the Shevlin Center. She stated the Mt. Bachelor lots are located within a block and a half of the building they recently purchased and almost every campus has a recreation facility for students. She noted that students usually have to fund this type of facility and this would give them an opportunity to have access to opportunities for recreation. She stated they have just started an exercise and sports science program and there may be some possibilities for conducting classes or having a sports performance lab to enhance the program. She stated there are a lot of different possibilities that could fit both the public purpose as well as the university purpose. Ted Schoenborn noted the MOU provides for a joint master planning effort and working with OSU-Cascades in this setting is an ideal win-win for everyone.

#### **EXECUTIVE DIRECTOR'S REPORT**

Bruce Ronning confirmed dates for the board's workshop (January 13) and strategic planning session (January 17).

Bruce Ronning referred to the proposed voter poll regarding voter tolerance of a potential bond measure. He cited the recently completed community survey and the results identifying those services and amenities in demand as trails, rehabilitation of older parks and facilities, and an identified need for indoor fitness and recreation facilities. He stated staff would like to receive the board's input on potential projects to be queried in the proposed poll and shared a list of items that had been previously discussed. Dallas Brown noted his previous request for cost estimates for the poll and stated he would like to make that a priority to know what the cost will be.

Bruce Ronning reported the slide at Columbia Park has been closed for the winter. He stated that users have been sliding on the fall surface rather than the slide itself which presents a safety issue. He stated a neighbor across the river has also raised the issue of noise related to the use of the slide and staff has committed to exploring how to reconfigure the slide to eliminate the use of the fall surface.

Bruce Ronning reported the building removal at the Butler Market property will occur next week along with some other hazard removal. He stated that staff will be fencing off the side of the property that fronts the canal. He added a design process for that site would begin this spring.

Bruce Ronning referred to a letter in the board folders written in support of an undercrossing of Century Drive/Cascade Lakes byway that the Deschutes National Forest and ODOT are working on. He identified the location and explained it will make connections between the mountain bike and running trails on the north side of Century Drive to the network of trails along the Deschutes River on the south side.

#### **GOOD OF THE ORDER**

Dallas Brown asked for clarification of the request from Dick Tobiason to transfer funds to the Bend Heroes Foundation. Following a brief discussion staff asked to defer this request to Don Horton for further clarification.

As there was no further business the meeting was adjourned at 10:00 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Ted Schoenborn, Chair

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Scott Asla, Vice-Chair

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Ruth Williamson

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Scott Wallace

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Dallas Brown

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 3, 2011

**SUBJECT:** Fiscal year 2010-11 annual audited financial statement

**STAFF RESOURCE:** Lindsey Lombard, Finance Director  
Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Accept financial statement audit

### **BACKGROUND**

Oregon Revised Statute 297.405 – 297.555, the Oregon Municipal Audit Law, requires an annual financial statement audit of all municipal corporations. The Secretary of State, Audits Division, in cooperation with the Board of Accountancy, and in consultation with the Oregon Society of CPAs, prescribes the minimum standards for the presentation of the report and the conduct of the audits.

The annual report, presented in the form of financial statements and schedules, is required to be independently audited by CPAs licensed by the Oregon State Board of Accountancy to perform audits of municipal corporations. The annual audit process contributes to the integrity of Oregon local governments by requiring an independent review of fiscal affairs and assuring that local taxpayers are provided a reliable and complete financial report that can be used to evaluate their local governments' performance.

The district has received a clean audit opinion for fiscal year 2010-11 (and for all years prior since the district's first audit for fiscal year 1976-77).

There is one significant change that is recorded in the 2010-11 financial statements. This fiscal year, the district was required to implement the Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The objective of the statement is to improve the usefulness, including the understandability, of governmental fund balance information. It provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. It also clarifies the existing governmental fund type definitions to improve the comparability of financial statements and help financial statement readers to better understand the purposes for which governments have chosen to use particular funds for financial reporting.

The auditor will be presenting the financial statements to the board during the business session.

## **STAFF RECOMMENDATION**

Staff recommends the board receive the auditor's presentation of the audited financial statements for fiscal year 2010-11 and make a motion to officially accept them.

## **BUDGETARY IMPACT**

Our contract with Harrigan Price Fronk and Co. LLP for the 2010-11 annual financial statement audit is \$14,100. This is the third year of a three-year contract with this auditor. This is budgeted for in the General Fund.

## **MOTION**

*I move to accept the 2010-11 audited financial statements.*

## **ATTACHMENT**

Audited financial statements for fiscal year 2010-11

## Board Calendar 2011-12

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

### **Board Workshop – Friday, January 13**

- CIP
- Annual Work Plan review
- Goal Setting

### **January 17 – 4:00 PM**

#### Work Session

- ◆ Budget Committee applications
- ◆ Budget calendar review

#### Business Session

Approve contracts (placeholder)

### **Strategic Plan Board Workshop**

### **February 7**

#### Work Session

- ◆ Web interface trail map
- ◆ UIC/Storm water report
- ◆ Police Services Report
- ◆ Foundation update
- ◆ Results of community survey

#### Business Session

- ◆ Miller's Landing
- ◆ Adopt Strategic Plan
- ◆ Appoint 2 Budget Committee members
- ◆ Appoint Benefits Committee members
- ◆ Kiwanis Park Plan contract approval – consent agenda
- ◆ Ponderosa Park construction contract approval - consent agenda
- ◆ Concessionaire agreement – consent agenda

- ◆ **SDAO Conference – Sunriver – February 10-12**

### **February 21**

#### Work Session

- ◆ Review CIP
- ◆ Review property tax revenue forecast
- ◆ Recreation program update
- ◆ Access Plan review priorities

#### Business Session

- ◆ Scholarship Policy
- ◆ Financial policies
- ◆ Recreation Fees & Charges Policy
- ◆ Emergency Plan
- ◆ Risk Management Plan

**March 6 (1 meeting)**

- ◆ **NRPA Legislative Forum – March 12-16**
- ◆ Sponsorship Program
- ◆ Branding campaign presentation
- ◆ Codify administration policies
- ◆ Marketing communications plan update
- ◆ Trash collection & recycling program
- ◆ Comp Plan
- ◆ Contract approval: Miller's Landing
- ◆ Design review: Hillside Renovation
- ◆ Comprehensive Plan discussion
- ◆ Benefits Committee meeting
- ◆ Shevlin Park Master Plan review

**April 3 & 17**

- ◆ CAPRA
- ◆ Compensation & Classification Plan
- ◆ Benefits Committee meeting
- ◆ **Budget Committee Tour – April 25**

**May 1 (1 meeting)**

- ◆ Recreation Program update
- ◆ Set SDC fee schedule – Resolution
- ◆ **Budget meetings – May 14, 16 & 22**

**June 5 & 19**

- ◆ Adopt budget & impose taxes
- ◆ Adopt CIP
- ◆ Hearing & first reading – Comprehensive Plan
- ◆ Second reading & adoption – Comprehensive Plan

**Community Relations Department**  
**December 2011 – project updates**

**Volunteer Coordination/PRF Administration**

Volunteer Program

- Recruited and coordinated volunteers for district projects and programs
  - Bend Senior Center –fitness program volunteers and activity helpers
  - Youth basketball coaches
  - Therapeutic Recreation – Parents Night Out volunteers
- Organized “Coffee with Sue” to introduce Sue Boettner to the volunteers that help at the senior center as greeters and with activities & events.
- Attended board meeting to introduce and thank Kaitlyn McFadden for her volunteer time and efforts in mapping the Heroes Memorial Plaza and to share the project with the board.
- Compiled records for district’s annual volunteer summary.
- Participated in marketing strategic planning discussions.
- Began set up for trial of Volgistics volunteer management system.
- Monthly communication with adopt a park & trail volunteers, and OLA volunteers.
- Attended: Documentation training and district strategic planning meeting

Foundation

- Held Foundation committee meetings to discuss outreach and fundraising with civic groups as and a May 2012 fundraising event
- Worked with Margi from Harrigan Price & Fronk to finalize 2010-11 audit.
- Administered Foundation finances including deposits, payments and transfers and thank you receipts.

Other:

- Held office art committee meeting.
- Participated in development of district-wide communications planning meetings

**Marketing**

Orientation:

- Supervisor Training: continued and finished in-depth sessions with Human Resources
- Recreation Needs Assessment – met with Strategic Planning Consultant
- Attended Kiwanis luncheon with Dave Crowther and Robin Laughlin
- Attended Board of Directors meeting
- Participated with employee holiday party committee
- Met with: Sue Boettner, Bend Senior Center

Advertising:

- Updated facility ads for Cascade Business News
- Updated tag on radio and television ads for Winter Registration
- Continued to gather schedules for television and radio ads
- Designed and placed with Budget Committee ad

Communications:

- Participated in ongoing Communications Plan meetings with Jan, Sarah, Kim and Chris

- Sent out PSAs for volunteer basketball coaches, Bend Senior Center holiday concert, winter-spring registration dates and Shevlin bridge closing as well as assisted with JSFC on PSAs for winter break swim offerings and Kids Night Out program
- Coordinated Good Morning Central Oregon guest appearances and supportive items: Monica for Inch-by-Inch, Katie Bunce for new registration programs and recreation guide
- Developing first quarter Good Morning Central Oregon guest appearances and topics

#### Collateral Materials:

- Created one-sheet template for ORPA at request of Don
- Worked and completed all aspects of proofing, printing, delivering and mailing of Winter-Spring 2012 Rec Guide.
- Continued coordination of 2012 Rec Guide & Registration schedule
- Updated school and facility wall board items and developed display schedule
- Designed template for Bend Senior Center newsletter and schedules
- Designed template for Juniper Swim & Fitness Center in-facility posters

#### Website & Social Media:

- Created Juniper Swim & Fitness Center facility slideshow, hosted on YouTube and embedded on website; initiated planning for Bend Senior Center facility slideshow with Sue and Nancy
- Updated website: Davis Park / First St Rapids, 2012 events page, Bend Senior Center, Juniper Swim & Fitness, homepage "Happening Soon", new bids and proposals page
- Created BPRD Seasons Greetings slideshow video and posted to YouTube and Facebook as well as shared with entire BPRD staff.
- Regular daily social media posts and photos including: Deschutes River Trail, swim lessons, gift certificates, volunteer coaches, no school day, parks services projects, winter break youth activities, Senior Center giving tree, open rec swim, Operation Recreation community service, girls basketball, snowshoeing, Senior Center holiday concert, purchase of Mt. Bachelor park and ride lot, website maintenance, holiday closures, Shevlin Bridge closing, Operation Recreation for winter break, BPRD season's greetings video, trail maintenance and Free Fitness Week at Bend Senior Center

### **Community Outreach**

#### Public Event/Park Reservation

- Dec events: Jungle Bell Run- Dec 3<sup>rd</sup>
- Updating all written material for 2012 season- (ADA still pending)
- Updated park maps for the web
- Reviewed materials on website with Colleen to look at strategies to improve effectiveness
- Completed season-end bookkeeping; held post event meetings and began reviewing and booking for the 2012 event season. Booked events to date: Beer Run, Salmon Run, Happy Girls, The Dash, Balloons Over Bend/Children's Fest, Shakespeare, ALS Walk, Spark Your Heart
- Hosted meeting with Old Mill District to discuss the prior year and plan for future (including on-going update of city-wide event calendar)
- Sent letter out to current event planners to provide tips and reminders for the 2012 season.
- Met with Mike D to review event season and proposed changes for 2012.
- Conducted Jingle Bell Run- post event
- Working with Becky S. on Rec Track to develop an effective report design.

#### July 4<sup>th</sup> Event Planning

- In the process of updating agreements with the 16 renewing event sponsors; sought new sponsors including: Kiwanis Club sponsorship for the Pet Parade and old fashioned games; new sponsor for new Fish Fling
- Researching new artwork/style for July 4<sup>th</sup> Festival promotion

#### Community Outreach and Other

- Created roster of 2011 booths hosted by BPRD at other organization events to use to evaluate necessary resources for future participation
- Developed resources for staff to use to easily and professionally represent the district at non-BPRD events
- Updated and ordered staff event uniform (t-shirt)
- Attended supervisor training and documentation training

#### **Community Relations and Administration**

##### District-wide communications plan

- Developed a structure and process for developing a district-wide communications and marketing plan; facilitated multiple meetings of a communications team which included: SWOT of existing district communications; updating of market segments; identification of BPRD direct services and messaging to each market segment; and brainstorming of ideal communication strategies. Next steps include meeting with key staff to expand concepts and identify needs we haven't identified and then we'll face the music of funding and prioritizing.

##### ORPA

- Developed process and communications for filling the position of OPRA executive director vacated as of January 13<sup>th</sup>. Updated position description, wrote and produced position announcement, identified and placed outlets for the position, met with current ED to strategize transition. Currently responding to applicants for interviews in mid-January.
- Drafted OPRA board agenda; prepared for January meeting

##### Other

- Met with co-workers on updating rental hall reservation systems
- Met with staff to develop sponsorship partners for MAGIC; draft letter
- Gave input on draft MOU with city regarding community events
- Drafted RFP template for provision of water safety and recreational equipment at Riverbend Park
- Attended documentation training
- Drafted press release and talking points for acquisition of Mt. Bachelor park and ride lot
- Attended sign committee to review and recommend signs
- Met with strategic planning facilitator; drafted strategic statements
- Responded to public inquiries

## **Park Services**

### **December 2011**

#### **Administration**

- Participated in documentation training.
- Met with company representatives to review alternative trash collection concepts.
- Met with staff to review the districts Facility Access Plan.
- Several meetings to resolve metal flashing treatment on the Old Bend Gym.
- Participated in Recreation Needs Assessment relative to Park Services.

#### **Facilities Staff**

- Completed Hollinshead Tack Shed remodel, caretaker residence abatement project and demolition, barn floor repair, and installed security light.
- Completed (120) work orders.

#### **Landscape Management**

##### **Sports Field Staff**

- Tree pruning around fields at Big Sky Park; beginning seasonal dormant pruning.
- Added fill material to the edge of the parking lot surface areas at Big Sky Park to keep the edges of asphalt from breaking off.
- Started pruning the hedge at Stover Park with the boom truck.
- Removed limbs from the large ponderosa at Hollingshead Park with the boom truck.

##### **Neighborhood Parks Staff**

- Irrigation blowouts completed after Thanksgiving holiday.
- Turf sweeping and cleanup completed in the southwest/west parks and currently working on the east side parks.

##### **Premier Parks Staff**

- Second round of turf sweeping completed at Juniper, Pioneer, Drake, Pageant and Brooks parks.
- Completed additional cleanup project at Mirror Pond.
- Currently working at McKay on tree pruning as well as tree and plant removals to open up additional site lines into the park.

#### **Shop Staff**

- Mirror Pond fence work is nearly completed.
- Constructed Columbia Park sign frame.
- Completed staff training on ATV's and man-lift truck.
- Completed documentation training.

#### **Natural Resources Staff**

- Cut and piled 3 acres of dead trees in Shevlin Park.
- Built split rail fence along the accessible trail that leads to the overlook in Shevlin Commons.
- Burned 80 slash piles in Shevlin Park.

# Planning and Development Project Summary - December 2011

## NEW CONSTRUCTION

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**Coyner Trail:** Disturbed areas have been seeded with native grass seed. Soft surface side path connections were improved for better access to the trail. Installation of a chain link fence between the trail and the Bear Creek School grounds is complete per agreement with the school district.

**Larkspur Trail - Pilot Butte to Neff:** Trail construction is complete. Disturbed areas have been seeded with native grasses. Erosion control barriers will remain in place until Spring, 2012.

**Pine Nursery Off-Leash Area:** Disturbed areas have been seeded with native grasses. Debris cleanup continues and construction of an additional soft surface trail within the OLA is underway. The fence along the east boundary of the OLA will be moved to accommodate a planned trail connection from the USFS property north to the intersection of Yeoman and Deschutes Market Roads.

## PROJECT PLANNING AND DESIGN

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**Pine Nursery Community Park:** Review of the feasibility of adding irrigation and turf features in the OLA next spring is underway.

**District Sign Program:** The sign committee is conducting regular monthly meetings. Work continues on design of standard rules and regulations sign as well as various new signs for the district.

**Columbia Park Renovation:** Design work continues on interpretive signs. A Seattle artist has been contracted to provide artwork for the sign.

**Kiwanis Park Renovation:** Construction drawings and right-of-way permitting are underway. Modifications to the existing irrigation mainline will be performed by in-house crews this winter.

**Ponderosa Community Park Phase 1:** The engineering and infrastructure design and permitting necessary to begin construction are underway. Improvements include new access from Wilson Street and utility extensions, expanded parking, a new playground, picnic shelter and restroom, and preparation for relocation of the skateboard park.

**Colorado Dam Paddle Trail Improvements:** Phase II work is underway with hydraulic analysis and modeling nearly complete. Three design options have been developed and are being evaluated in order to select a preferred alternative. One option includes adjustable in-stream features, one has fixed features, and the third shows increased riparian habitat improvements. Conceptual design of on-bank support improvements is underway. Bridge research and preliminary structural assessment is nearly complete. Staff reviewed the various design alternatives during the December 20 board work session. The engineering reports have been made available to Bill Smith, BPTA and UDWC.

**Miller's Landing:** Design refinement is currently underway to distill park concepts to a recommended park master plan. An additional public meeting will be held in January and board

review is scheduled in February. A grant opportunity to help fund low impact storm water management for the park parking area is being pursued.

**1<sup>st</sup> Street Rapids Bridge 2010 ODOT Project Readiness Initiative:** The Board reviewed bridge and path alternatives at their December 20<sup>th</sup> meeting. A decision on the preferred bridge alternative was delayed pending board member site visits and further project review and discussion during the January 3<sup>rd</sup> meeting. Board and staff site visits were conducted during the week of December 26<sup>th</sup>.

**Davis Park Master Plan:** Coordination with 1st Street Rapids bridge design process continues. Further park master planning awaits board determination of the preferred bridge alignment. Additional public review and board approval of the Davis Park Master Plan is anticipated in early 2012.

**Shevlin Park Master Plan:** Project goal setting and public process planning is on hold pending completion of other project work.

## **LONG RANGE PLANNING**

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**Recreation Program and Indoor Facilities Needs Assessment:** Project consultant Heller and Heller has completed work on the Phase I Recreation Needs Assessment draft report including recommendations for the Phase II Strategic Plan Development. The final needs assessment report will help inform the strategic planning workshop scheduled with the board on January 17.

**Bend UGB Amendment Remand:** District staff and legal counsel continue to assist the city of Bend with UGB remand issues relating to future park and trail land needs.

## **DISTRICT COMMITTEES AND COMMUNITY INVOLVEMENT**

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**District Committees:** Planning and Development staff continues to serve on the ERC, Safety and Sign Committees as well as the Sustainability Team, Art and Walls Committee, and the Getting Kids Outside Committee.

**Community Involvement and Professional Associations:** Norm Ziesmer attends COCA meetings. Steve Jorgensen attends BPAC meetings. Robin Laughlin serves as District representative on the Deschutes National Forest Children's Forest Strategic Planning Committee. Bruce Ronning serves on the OPRD Local Government Grant Committee, the Oregon SCORP Advisory Committee, the ORPA Legislative Committee and the reconfigured Deschutes County Recreation Assets Committee.

Robin Laughlin has passed the NRPA Certified Park and Recreation Professional exam.

Pat Erwert gave a park development projects update to the High Desert Rotary Club On December 8<sup>th</sup>. Jorgensen discussed recent district trail improvements and the proposed First St. Rapids/Davis Park Bridge on KPOV's December 2<sup>nd</sup> morning radio show. Laughlin gave a park update to the Bend Kiwanis Club on December 5<sup>th</sup>. Ronning and Jorgenson gave a district trails presentation to the Oregon Outdoor Recreation Council during their Bend meeting on December 8<sup>th</sup>.

## **Recreation Department December 2011**

### **Overall**

- Winter/Spring programming complete and ready to go. Winter/Spring Program Guide will be available on-line December 29 and is in the mail December 29-31. In District Registration begins January 5 and Out of District Registration begins on January 23.
- Final fall participation and revenue/expense numbers will be available in the January report.

### **Planning**

- Staff conducting a utilization and capacity analysis at JSFC and Senior Center to assist in developing the facility standards for the Recreation Needs Assessment.
- Staff prepared for and participated in a strategic planning exercise as a part of the kick off to the district strategic planning process.
- Staff working on seasonal ice rink proposal including site analysis, operating plan, capital requirements and partnership proposal with Bend Ice

### **Sports**

- High School recreation basketball program underway with 72 participants. This is a great alternative for those unable to play on High School teams.
- Youth Indoor Soccer underway with 137 participants. This program is run in partnership with Cascade Indoor Sports.
- Youth Boys and Girls Grades 3-5 basketball starts in January with nearly 600 participants, and increase of nearly 60 over last year.
- Girls Middle School basketball begins in January with 230 participants, down 30 from last year.
- Numerous full and half Day sports camps offered over the holiday break.

### **Juniper Swim & Fitness Center**

- Peak season fitness programming underway since the Thanksgiving break. Offering over 175 fitness classes each week!
- Offering special recreation swims over the holiday break. Attendance has been strong so far.
- Hosted Swim Meet including teams from Bend, Redmond and Madras on December 17.
- Open for limited hours (8:00am-Noon) and special events on New Year's Day, including the annual Central Oregon Masters Aquatics Metric Birthday Event.
- Winter swim lessons and novice swim team programs begin January 9.

### **Youth and Adult**

- Operation Recreation offering full day care over the Holiday Break. Registration for this popular program continues to be strong as it has been since this summer.
- Kids Inc and Operation Recreation Programs have been assisting with community service projects over the fall. Examples include:

- **Ponderosa Site:** Made cards to send to troops oversea once a month throughout school year (through *Red Cross Caring for Troops*)
- **Buckingham Site:** Big Sky Park garbage pickup. Also, made fleece scarves for the Bethlehem Inn.
- **Highland Kindercare Site:** Once a month clean up on school grounds. Also, tray decorations for Meals on Wheels.
- **Operation Recreation:** Made dog treats and catnip toys for Humane Society. The children were visited by Lynn and Madi (the dog) who are the education outreach duo. The children then adopted an animal for the day while creating a card and treat.

### **Bend Senior Center**

- Hosted the Horizon Holiday Concert on December 20<sup>th</sup> with over 200 people. Over 50 people stayed for afterward for a lunch offered by Whispering Winds.
- Half of the Event Room was closed from December 27-30 for refinishing. This was necessary due to problems encountered in the original refinishing in September.
- Pickle ball has been well attended and growing since starting in October. Offering two days a week beginning the first of the year.
- Hosting a Free Fitness Week January 3-7. All drop-in classes are offered free for people to try out.