



Bend Metro Park & Recreation District

January 16, 2018

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 by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

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

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

play for life

District Office | Don Horton, Executive Director

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

Staff referred to common themes derived from BPRD’s Vision, Mission, Values, Board input, public input, geospatial analysis, and examples from other jurisdictions to develop the proposed criteria, which are as follows:

- **Does the project improve upon close-to-home opportunities?**
This criterion will be determined by whether the project occurs within one of the “gaps” identified in the geospatial analysis staff shared with the Board on December 19.
- **Does the project serve an area with existing or planned high density residential development?**
Staff will consider a neighborhood’s residential density when addressing this criterion.
- **Is there potential for a partnership?**
Staff will assess this criterion based upon whether an opportunity for a partnership exists, and whether that partnership offers monetary assistance for development or operations.
- **Does the project invest in existing assets?**
This criterion will be based upon whether the project invests in an existing park, trail or facility.
- **Is there urgency to take advantage of an opportunity?**
Staff will consider if there is a threat of losing an opportunity.
- **Does the project address community needs?**
Staff will use the results of the Needs/Unmet Needs Analysis to determine the level of community need for the project. Staff will describe this analysis in more detail at the January 16 meeting.

Once the evaluation criteria are confirmed, the next step of the Comprehensive Plan is for staff to discuss the recommended project priorities with the Board on February 20.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 16, 2018
SUBJECT:	Athletic Field and Sport Program Policy Guidelines
STAFF RESOURCE:	Matt Mercer, Director of Recreation Services
PREVIOUS BOARD ACTION:	Provided direction on policy issues identified in the October 3, 2017 and November 7 2017 Board Work Sessions
ACTION PROPOSED:	Provide feedback on draft policy before approval
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Update athletic field utilization information and revise methodology to better determine future needs

BACKGROUND

At the October 3 and November 7, 2017 Board Work Sessions, the Board provided feedback and direction on a number of policy questions related to use of District athletic fields and the District's role in sport programming. These policy questions have a direct effect on how current athletic fields are allocated and scheduled and on the future need for athletic field development.

At the Board's request, District staff conducted outreach to local sport organizations that use District athletic fields in order to gain their feedback on the policy recommendations. An email was sent to 21 people representing 16 organizations on November 30, 2017. The email included an attachment of policy recommendations and solicited their input and feedback by December 21, 2017. The District also offered to meet with any organizations to discuss the recommendations in more detail. The District received three responses. One of the responses was supportive of the recommendations, and the other two did not provide any specific feedback on the recommendations but stated their desire to be considered an affiliate under the proposed guidelines. Copies of the responses received are attached.

District staff has drafted the attached draft policy guideline language for Board review. The proposed policy guidelines address all policy questions discussed in the previous Board Work Sessions with the exception of cost recovery and fee setting guidelines. This will be included in the future discussion and policy decisions regarding cost recovery philosophy and expectations for rentals and events.

BUDGETARY IMPACT

There are no impacts to the current year budget. Many of these policy guidelines are used to help determine the need for athletic field development and will therefore have an impact on future Capital Improvement Plan recommendations.

STAFF RECOMMENDATION

Staff recommends the attached Athletic Field and Sport Program Policy Guidelines for Board consideration. Staff will seek final input from the Board on the draft policy guidelines before seeking approval at the February 2, 2018 meeting.

MOTION

None at this time

ATTACHMENT

Athletic Field and Sport Program Policy Guidelines

E-mail cover letter sent to local sport organizations that use District athletic fields

Responses from local sport organizations



Purpose

To establish Board policy guidelines for the development and operations of District athletic fields and programs. The guidelines are intended to articulate the District philosophy regarding sports programming, future athletic field development needs, allocation and scheduling of fields and general operating practices.

Definitions

For purposes of these guidelines, the following definitions are used.

Athletic Fields include all facilities designed and designated for field sports use including those at sports complexes and at community and neighborhood parks. Large turf areas in neighborhood and community parks may also function for sports practices but are not considered athletic fields.

Organized Sports Users are considered any group or team is practicing, playing contests, conducting drills, camps or other programmed activities under the organization, direction or supervision of an individual or organization.

Unorganized Sports Users include individual and small group drop-in use and informal gatherings such as unscheduled pick-up games and family gatherings where no organization is sponsoring and no fee is charged.

Recreation Programs are activities that adhere to all of the following:

- No tryouts or skill level requirement to participate
- Emphasis on equal playing time regardless of ability
- Local competition only - no travel out of Central Oregon required
- Single season commitment
- No financial requirements except for registration fee for program

Competitive Programs are activities that require one or more of the following:

- Tryouts or other restrictions to participate
- Playing time based on skill, talent and commitment
- Travel out of Central Oregon for competitions
- Multiple-season participation
- Contract and/or ongoing dues
- Membership in national governing organization separate from fees

Policy Guidelines

1. District Role in Sports Programming

The primary role of the District is to provide recreational opportunities to all that want to participate regardless of their talents and abilities. District sports offerings include a diverse array of recreational sports leagues, instructional classes and developmental camps for youth and adults based on community interest and District resources. District programs are generally inclusive of all abilities, skill levels and experience, and emphasize personal development, fitness, teamwork, sportsmanship and fun. The District does not provide competitive club-based programs such as travel teams, select leagues or elite camps. These programs are typically provided by private or non-profit club sports organizations.

In some cases, the District may offer skill or talent-based levels in a league or program in order to ensure the safety and enjoyment of all participants, provide progressive skill development and challenge participants. Examples of this include swim and ice skating lesson programs that consist of several progressive levels, adult hockey league that offers multiple divisions and adult softball where participants can select from non-officiated recreation leagues to officiated leagues. In each of these cases, the activity remains open to all who want to participate and the different levels or leagues are a way of providing a better experience and match for all.

2. District Role in the Provision of Athletic Fields for Recreational and Competitive Uses

The District's primary role in the provision of athletic fields is to meet the needs of recreation programs and leagues offered by the District and other non-profit local sports organizations offering recreation-based programs. The District understands that competitive, club-based sports organizations and groups look to the District (as well as Bend-La Pine Schools) for athletic fields to conduct practices, games and tournaments. While the District develops and operates athletic fields to meet some of these needs, the District cannot be expected to meet 100% of the needs and desire for competitive, club-based organizations.

As a guiding principle and to provide reasonable access for all, the District will generally allocate no more than 70% of optimum field capacity for recreation programs and leagues, leaving 30% for the more competitive, club-based uses. (Optimum field space is defined as Monday-Thursday afterschool to dusk, and weekends 8:00am-6:00pm. Where fields are lit, optimal time will be extended to 10:00pm on weekdays.)

3. Guidelines for Determining Future Athletic Field Development

The District will consider the following factors to help determine the future need for athletic fields:

- A. **Past and projected growth in actual hours of field use.** Actual hours that fields are used are the most direct indicator of the demand for athletic field space. The District will track scheduled use of athletic fields in order to identify trends and plan for future needs.

- B. **Past and projected growth in participation in programs and leagues requiring athletic fields.** Growth in participation in programs and leagues using athletic fields is also a direct indicator of the demand for athletic field space. The District will maintain participation numbers for District programs and obtain participation numbers from other local sports organizations in order to identify trends in participation and plan for future needs.

- C. **The number and type of requests that the District is unable to accommodate.** The District will maintain an inventory of field requests that are denied due to the lack of field availability (not just the unavailability of the desired time and location). This will help the District understand specific types of needs that are not currently being met.

- D. **Needs Assessment information from community surveys.** The District will continue to include athletic fields in future community surveys that focus on facility needs. This will inform the District of the overall community need for athletic fields and how well these needs are currently being met.

- E. **Meeting the design needs of the community users who support the District through taxes.** The District designs and develops athletic fields at a level of service conducive to recreation and developmental play and secondarily for highly competitive and tournament play. The District acknowledges that athletic complexes can provide economic benefits by attracting out of town visitors to larger tournaments and events; however, District residents have not indicated support for using District resources to promote tourism and economic development. As a result, the District will not consider larger tournament and event use in its level of service or design of athletic field complexes, although tournaments will be accommodated if there is available capacity after meeting resident needs and the facilities are suitable for tournament play.

- F. **Opportunity.** Athletic fields require large and relatively flat spaces that can be difficult to find and acquire so opportunity will always be a large consideration in identifying potential athletic field developments.

- G. **Funding.** Athletic fields require considerable capital investment as well as ongoing operational funding for maintenance. Athletic fields must be considered in relation to all District needs and priorities when determining available funding resources.

4. Guidelines for the General Use of Athletic Fields

The following policy guidelines provide direction on the general use and operation of athletic fields. These guidelines, along with those listed in 3 above, will also help inform athletic field development needs and priorities.

- A. To the extent feasible, weekday practice and game times for recreational youth leagues will be scheduled after school and during early evening hours before 7:30pm. Youth competitive teams and middle and high school age programs may be scheduled at later times when necessary.
- B. To the extent feasible, weekday practices for recreational youth leagues will be provided in locations close to participants' homes or schools. This includes the use of elementary school sites provided through the Intergovernmental Agreement with Bend-La Pine Schools, and use of District neighborhood and community parks both with and without designated athletic fields.
- C. To support the desire to schedule practices close to where participants live and go to school and to make use of already available turf space, the District may schedule youth and adult practices at parks that do not have designated athletic fields. Parks will be evaluated based on the configuration and carrying capacity of the turf, the availability of support amenities including on and off street parking and the potential impact on other park uses to determine if they are suitable for a practice site. Limitations on practice schedules may also be implemented to ensure opportunities for passive park users and mitigate potential impacts.
- D. The District will maintain updated maintenance standards for athletic fields that identify the level of service or play desired for different field types. Game fields at athletic field complexes will be maintained at a higher level than practice fields in neighborhood and community parks. In order to maintain the desired level of play, particularly for game fields, some scheduled field rest and recovery is needed. The desired level of play and the need for rest and recovery will be considered in both the need for athletic fields and the scheduling practices.

5. Affiliate Organizations

The District uses affiliate organizations as a part of the prioritization of athletic field space. The purpose of identifying affiliate organizations is to provide a more formal and transparent way of recognizing “partnerships” in the priority scheduling process. The District has consistently prioritized organizations that are the primary provider of a particular sport and in most cases have a long history of serving the community and working closely with the District. By recognizing these relationships in the form of affiliates, the District can facilitate a broader range of services to the community, enhance the stability of affiliate organizations, provide an additional level of accountability to non-profit sports organizations and promote increased coordination and collaboration.

The District recognizes affiliate organizations that are best positioned to serve the needs of the community and support or complement the mission of the District. In some cases, an affiliate organization may provide a service that the District would likely provide if not for the affiliate while in other cases the affiliate organization is providing a service that is not within the District's mission to provide (i.e. clubs offering a higher level of competitive sports). The number of affiliates that the District recognizes will be based on District field capacity, community demand and the needs of the District. Where multiple organizations serve the same basic community need and the District does not have the

capacity to meet all of the organizations' demands, the District will normally affiliate with the organization that serves the most people and has the longest history in the community and with the District, provided that they continue to meet affiliate requirements. Where multiple organizations coordinate to provide a community need (whether by geographical boundaries, level of play or other coordinated criteria), the District will normally recognize the coordinating organizations as affiliates, providing that they continue to meet affiliate requirements and coordinate their services.

Affiliates are subject to Affiliate Agreements which detail the expectations, terms and conditions of being a recognized affiliate. These agreements and supporting documentation are reviewed annually to ensure compliance with the expectations, terms and conditions. Minimum requirements to be an Affiliate will include, but not be limited to the following:

- Local, non-profit organization with a minimum 2-year history of successfully supporting their primary role in the community
- Serving primarily District residents (80% or greater are District residents)
- Governed by volunteer board (at least 80% of which are District residents)
- Compliance with all applicable laws including those associated with non-profit status, concussion and mandatory reporter laws, etc.
- Policies and procedures protecting participants including background checks, coaches training, code of conduct agreements, emergency action plan, etc.
- Scholarship or financial assistance plan to ensure all who want to can participate
- Demonstration of financial sustainability and payment of fees
- Proof of liability and other required insurance
- Compliance with all applicable District rules, regulations and procedures including the reservation and use of fields

6. Athletic Field Scheduling Priority

The District schedules field use based on the user categories listed below in priority order. To the extent feasible, the District will attempt to accommodate all users regardless of priority. To do this, the District will consider all requests received by the deadline and then schedule time based on the priority order that makes the best use of available field space.

1. **Bend Park & Recreation District Programs:** First priority scheduling consideration is for District offered recreation leagues, classes and camps.
2. **Bend-La Pine School District Programs:** Second priority scheduling consideration is given to sanctioned BLP Schools' programs pursuant to the Intergovernmental Agreement (IGA).
3. **Affiliate Youth Sports Organizations:** Third priority scheduling consideration is provided for local youth sports organizations that are District-recognized affiliate organizations.

4. **Affiliate Adult Sports Organizations:** Fourth priority scheduling consideration is provided for local adult sports organizations that are District-recognized affiliate organizations.
5. **Non-Affiliate Youth and Adult Sports Organizations:** Fifth priority scheduling consideration is provided to youth and adult sports organizations and groups that are not District-recognized affiliate organizations. The District cannot guarantee regular or ongoing use to any groups in this category but will provide space on an as available basis.
6. **Private and Commercial Use:** Final priority consideration is given to private, commercial and for-profit uses. This includes tournaments provided by for-profit companies.

The District will also consider the primary sports seasons as an additional determinant of field priority when necessary to determine priority within a user classification. The District will use current OSAA guidelines (fall: soccer, football; spring: baseball, softball, lacrosse). For example, if there is a competing request between two affiliate youth sports organizations requests, priority will be given to the sport that is in its primary season)

7. Reservations and Permits for Use

All organized sports program use of athletic fields requires a permit obtained through the District reservation system. Organized sports program use is defined as any time a group or team is practicing, playing contests, conducting drills, camps or other programmed activities under the organization, direction or supervision of an individual or organization. Reservations are not required for informal gatherings such as unorganized individual or small group use, unscheduled pick-up games and family gatherings although use cannot be guaranteed without a reservation. The purpose of the reservation and permit system is to facilitate the efficient use of available field space, minimize potential conflicts and provide accurate information on field use.



Bend Park & Recreation DISTRICT

November 28, 2017

Athletic Field Users,

Bend Park and Recreation District is in the process of developing and adopting policies related to the use of athletic fields. As a user of fields and an important stakeholder, we would like to solicit your feedback and comments on these policies before they are finalized. A summary of the policies being considered is included with this letter. We encourage you to contact us if you have any questions about these policies or would like to discuss them in more detail. We will accept written comments on these through December 21, 2017. The recommendations and stakeholder feedback will go before our Board of Directors at the January 16, 2018 Board Meeting. Approval of policies is scheduled for the February 6, 2018 Board Meeting.

Bend Park and Recreation District is committed to continuing to provide athletic field access for non-District organizations and programs within available resources and priorities. While the District cannot meet all the demands for athletic fields, the District will continue to consider overall need for athletic fields in the community in its future planning and provision of athletic fields.

If you would like to discuss these policy recommendations in more detail, please contact Matt Mercer, Recreation Director at 541.706.6103 or Russ Holliday, Sports Manager at 541-706-6108. We would be happy to sit down and talk with you. Written feedback should be submitted to matt@bendparksandrec.org and must be received no later than December 21 at 5:00pm. Thanks and we look forward to hearing from you.

Matt Mercer

Director of Recreation Services

Russ Holliday

Sports Manager

E-mail response from John Chunn representing Bend Rugby Club, Inc

Hi Matt:

As interim Administrator for the Bend Rugby Rugby, Inc, I would like to thank you including us in your mailing and soliciting our opinion on the draft for Athletic Field Policy Recommendations.

For several decades, the Bend Rugby Club has enjoyed a tremendously cooperative relationship with BPRD. In short, we would not have achieved our longevity and success, both on and off the field, without the help of BPRD. Our organization, which is a 501 (3) (c), includes several hundred people still involved at some level, included almost a hundred active playing members on the Men's and Women's teams, as well as a participating and coaching relationship with high school teams.

In reviewing the proposed draft, I suspect that we would fall into the category of Non Affiliate Youth and Adult Sport Organization, rated #5 (of 6) for priority for scheduling fields. On the surface, that might seem low, but I personally have no objections to the organizations that are rated ahead of us. It seems to make good, and fair, sense. At some point, and subject for further discussion perhaps, we might want to see what it means to be described as an Affiliate organization. At that juncture, we might be able to move up a couple of "notches".

In reviewing the requirements delineated to be an Affiliate organization, it is with pleasure and some pride that I see we fulfill ALL of those requirements, as many are requirements imposed on us by USA Rugby. At your convenience, please let me know if, in fact, we might be described as an Affiliate organization.

Beyond that issue, I very much endorse the draft as written. It's clear and concise, and quite appropriate.

Thanks for all your efforts, and if you get a chance, please say hi for me to Kevin and Becky.

John Chunn
Interim Administrator
Bend Rugby Club, Inc

E-mail response from Tara Bilanski representing Bend FC Timbers

Matt,

Per your request for written feedback from local groups who utilize your athletic fields, I am writing today to ensure that Bend FC Timbers continues to be considered an "Affiliate Youth Sport Organization" in the eyes of Bend Park and Rec, your staff and your board.

As I stated during your November board meeting, Bend FC Timbers is a multi-tiered soccer organization that strives to provide opportunities for participation for all levels of players. We have a full-time staff of six, over 20 part-time, professional coaches and are governed by a non-profit board of directors. Our current programming provides 2,000 Central Oregon players the opportunity to participate in fall soccer through our BURSL partnership with BPRD, spring soccer provides soccer to approximately 750 players and our competitive academy is at 432 players as of 2017. Since 2011 we have seen growth in every one of our soccer programs.

Additionally we are unique in the Central Oregon soccer landscape in that we are currently running a capital campaign to build four turf fields by 2025. These fields will not only be open for rental to outside users but they will also drastically reduce the load on BPRD's fields.

Until this time I am hopeful that Bend FC Timbers will be seen as a partner and affiliate user under your guidelines and granted high priority of field use as it will only help us towards our community goal of building fields.

Please do let me know if you have any questions.

Tara Bilanski

Executive Director

Bend FC Timbers &

Build it Forward Field Campaign

541-915-9770

tara@bendfctimbers.com

www.bendfctimbers.com

Email response from Craig Gerlach representing Central Oregon Fast Pitch

Hi Matt,

Please see our attached letter requesting consideration for status as an affiliate organization with BPRD. Please reach back to me with any comments or questions.

Thanks!

Craig Gerlach
President - Central Oregon Fast Pitch
206-304-7836
www.centraloregonfastpitch.com



Central Oregon Fast Pitch

**Application for Affiliate Status with
Bend Park & Recreation District**

December 18, 2017

Mr. Mercer,

Please consider the qualifications of the Central Oregon Fast Pitch organization as an Affiliate Organization with the Bend Parks and Recreation District.

Central Oregon Fast Pitch (COFP) is a non-profit organization staffed exclusively by parents and volunteers. COFP was formed in 2013 for the athletic development of young women and girls in Central Oregon in the sport of Fast Pitch Softball. The organization is registered and entitled to the benefits and responsibilities of section 501(c)(3) of the Internal Revenue Code. Our registry number is 980645-96 and our EIN is 46-3988259. With the commencement of the 2018 Spring Season, COFP will have served the community for 5 consecutive years. We are the premier fast pitch softball organization for Bend, Oregon.

COFP is governed by a volunteer Board of Directors, 6 of 7 (86%) reside in District. While the mission of COFP is to serve all young women and girls in the Central Oregon area, 26 of 30 (87%) of participants on the team are drawn from within the Bend Park & Recreation district (as defined by the current district map). Remaining players are from out-lying areas of Bend, Sunriver, Redmond and La Pine.

COFP has established guidelines for maintenance of Concussion Identification Training and Protocols (via CDC HEADS UP Concussion Training and CDC NFHS courses), a policy regarding reporting of neglect or abuse of a child in accordance with ODHS, and emergency information and action plan for coaches. All coaches are required to register with USA Softball (national governing body) and must pass an annual background check. Coaches are required to sign and abide by USA Softball Code of Ethics and COFP Coach Conduct rules. Additionally, parents, players and Board Members are required to sign and abide by the COFP Code of Conduct.

COFP charges tuition to all players to participate on the team and play in tournaments. Limited tuition assistance is available for families via payment installments, partial tuition scholarships and sponsorships by participating business donors.

COFP is named insured on the ASA/JO OR-Oregon Individual Registration Program with Commercial General Liability Insurance and an Accident Only Policy for injury (see attached copy).

We would love to be a part of the BPRD affiliate organization group. Our presence in the district offers girls and young women a chance to pursue their desire to play competitive softball and represent their community in the tournaments we attend. Our hope in being recognized as an affiliate organization is to better ensure the availability of softball fields for practices and games.

I am looking forward to your response and am happy to take any questions you may have.

Thank you for your consideration,

Craig Gerlach
President, Central Oregon Fast Pitch
(206) 304-7836

Mr. Mercer and Ms. Healy presented on athletic field development priorities. The presentation focused on an overview of current inventory of athletic fields, where participants are located, lighting of existing fields vs. developing new fields, development options and recommended priorities.

7:00 p.m. REGULAR MEETING

VISITORS

Joan Stromberg – Ms. Stromberg provided public comment regarding: the passage channel in the whitewater park, noise in parks, and trails.

Myria Bury – Ms. Bury stated that BPTA supports the restoration efforts along the banks of Drake Park. She shared her concerns regarding boater access and funding.

Mike Olin– Mr. Olin provided comment and support on the Drake Park Bank Realignment Project. He expressed interest in keeping the riparian area growth in control as to not obstruct river views.

Gary Davis – Mr. Davis has provided input on the Drake Park Bank Realignment Project in the past and is supportive of the changes that have been made. He provided additional comment on keeping the view of the river in section two.

2. Athletic Field Development Priorities – Matt Mercer & Michelle Healy (Continued)

Mr. Mercer and Ms. Healy continued the discussion included combined field inventory with BPRD and Bend LaPine Schools fields. They explained that although 54% of participants live on the West side, there are more fields located on the East side. Adding lighting to existing fields provides additional 12-18 playable hours per week. Developing a new field would add 30-71 playable hours per week.

The priority recommendations presented to the board include:

1. **Pacific Crest Middle School Site**
Construct 2 multipurpose fields
2. **Pine Nursery East Additional Fields**
Construct 2 additional ball/multipurpose fields
Install lights at pinwheel if budget allows

Future options presented to the board include:

3. **Pine Nursery North Multi-purpose Field**
Construct 2-4 multipurpose fields
4. **Pine Nursery Field Lighting**
Add lighting to remaining fields at Pine Nursery.
5. **Big Sky Improvements**
Add lighting to selected fields
Multi-purpose Field 1 artificial turf
Baseball Field 3 artificial turf infield

CONSENT AGENDA

1. Meeting Minutes – 12/5/17

Director Schoenborn made a motion to approve the Consent Agenda. Director Fuller seconded. The motion passed unanimously, 4-0.

BUSINESS SESSION

1. Fiscal year 2016-17 Comprehensive Annual Financial Report and Financial Update – *Lindsey Lombard, Amy Crawford & SGA CPAs & Consultants Brenda Bartlett*

Ms. Lombard introduced Ms. Bartlett and provided a copy of the Comprehensive Annual Financial Report, and stated that it is also available on the website. Ms. Lombard explained that there was a request made for proposals this year for an auditor, SGA CPAs and Consultants was selected by the committee. She went on to further say that it was the first year with this group and was a good experience.

Ms. Bartlett shared an overview of the report with the board. She explained how the report was put together and included a summary of responsibilities in the report. Ms. Bartlett stated that management is responsible for providing the financial statements and the auditors are responsible for reading and researching the report, providing an unmodified or clean opinion. Ms. Bartlett shared that their findings were that it was as very clean audit.

Ms. Lombard requested that the board formally accept the audit.

Director Fuller made a motion to accept the District's audited Comprehensive Annual Financial Report for the fiscal year 2016-17. Director Grover seconded. The motion passed unanimously, 4-0.

2. Comprehensive Plan – Proposed Level of Service Methodology and Policies – *Quinn Kever, Michelle Healy, Ryan Mottau, MIG 8:00 pm*

Ms. Kever addressed the agenda of the report, updated the status of the plan, explained the Level of Service Methodology, spoke about policy recommendations, and next steps. Reviewed phase one of the plan which was a big push for public outreach, and phase two which was more public outreach confirming what was heard in phase one. Now the plan is in phase three confirming the level of service, policy recommendations and in the process of compiling all the public geospatial needs which will result in a list of projects. A draft of the recommended criteria will be shared next month, once the criteria is confirmed, it will be used to score projects for priority in February and a draft plan will be shared in April and public input will be sought in May.

Ms. Healy explained how the data was collected for the proposed Level of Service Methodology. She explained that as a group they really wanted to hear from the community about needs, especially with increased growth and increased tourism impacting the density in our parks. Based on community response from several different surveys and focus groups, data was gathered to address density issues. Majority of surveys recommend adding more parks first, enhancing existing parks second. Relying on existing parks showed very little support. The data gathered reveals that access is becoming more important to the members of our community.

Current methodology measures for parks:

1.5 acres of neighborhood parks per 1,000 people with consideration to: distribution, proximity and barriers to access

5 acres of community parks per 1,000 people with consideration to distribution

10 acres of regional parks per 1,000 people with consideration to distribution

1 mile of trails per 1,000 people

The proposed refined methodology proposes using a refined analysis of “close to home” opportunities, focuses on equity of parks around the district, considers flexibility between neighborhood and community parks and emphasizes importance of the trails and local connectivity. This methodology includes a standard of creating access to parks that are a ½ mile walk from any giving area. The city was mapped out to determine where this standard is being met and where barriers may exist. The city was further divided to show where parks may be placed to meet the standard should it become the methodology used to determine new parks.

The board collectively liked the proposed refined methodology.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Horton requested that two board members volunteer to work with COID staff to talk about some opportunities and ideas on the trail system. Ted Schoenborn and Lauren Sprang volunteered to work with COID.

BPRD will develop policy on decorations in the parks.

BOARD MEETINGS CALENDAR REVIEW

Jan 2 canceled

Jan 9 Board Workshop

GOOD OF THE ORDER

ADJOURN 9:30 pm

EXECUTIVE SESSION - The Board did not meet in Executive Session.

Prepared by,
Sheila Reed
Executive Assistant

Nathan Hovekamp, Chair

Brady Fuller, Vice-Chair

Ellen Grover

Ted Schoenborn

Lauren Sprang

BOARD AGENDA COMMUNICATION

AGENDA DATE: January 16, 2018

SUBJECT: Renovation of Juniper Swim and Fitness (JSFC) Family Changing Rooms

STAFF RESOURCE: Brian Hudspeth, Development Manager
Dave Crowther, Business Manager
Jason Monaghan, Facilities Manager

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Award Construction Contract

STRATEGIC PLAN:

Theme: Community Connection

Objective: Respond to User Expectations

Initiative: Provide park and facility maintenance based on community expectations.

BACKGROUND

In summer of 2017, District staff discovered significant water damage in the walls of the family changing rooms at the Juniper Swim and Fitness Center. The District contracted with Blaise Cacciola Architect (BCA) in September 2017. BCA prepared construction plans to demolish and rebuild the four rooms. The project went out to bid on November 30, 2017. A mandatory pre-bid meeting was held on December 14, 2017 and a single sealed bid was opened and read out loud on January 4, 2018. Griffin Construction LLC submitted the single bid in the amount of \$199,521.

BUDGETARY IMPACT

This project is not in the 2018-2022 Capital Improvement Plan (CIP), nor in the current fiscal year adopted budget. This was an unanticipated repair that arose after the approval of the CIP and budget. In the current fiscal year’s adopted budget for the Facility Reserve Fund, there is \$1,000,000 in appropriated but undesignated funding, a portion of which may be used for this project. Staff is requesting up to \$300,000 in property tax funding in the Facility Reserve Fund to complete the project this year. If this contract is approved by the Board, staff will amend the CIP by allocating this funding.

The District already spent \$19,900 for an evaluation of the damage and the preparation of the construction documents and permitting services. The construction bid price is \$199,521. With a 25% contingency the total construction budget would be \$249,401.25. Total anticipated cost of the project is \$269,301.25.

STAFF RECOMMENDATION

Staff recommends that the Board award a contract to Griffin Construction LLC in the amount of \$199,521 and allocate an additional 25% contingency of \$49,880.25 for a total construction budget

of \$249,401.25. Given the complexity of the project and potential to discover additional damage upon the full demolition of all the rooms staff recommends a higher level of contingency than we normally allocate.

MOTION

I make a motion to authorize the Executive Director to award a construction contract to Griffin Construction LLC in the amount of \$199,521 for the Renovation of Juniper Swim & Fitness Center Family Changing Rooms Project and approve an additional construction contingency of 25% for a total construction budget not to exceed \$249,401.25.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 16, 2018
SUBJECT:	Simpson Site Cleanup & Landscape Project Construction Contract Contingency
STAFF RESOURCE:	Brian Hudspeth, Development Manager Jason Powell, Construction Manager
PREVIOUS BOARD ACTION:	Approve 2018-2022 Capital Improvement Plan, 6/6/17 Construction Contract Award, 11/7/17
ACTION PROPOSED:	Increase Construction Contract Contingency
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

In November 2017, the Board approved a contract with Sage Ridge, Inc. for the construction of the Simpson Site Clean Up and Landscaping. The project is located on property west of The Pavilion. Specific improvements in the contract include, seal coating and striping the existing asphalt paving; removal of debris from the unpaved section east of the park and ride structure; installation of a new irrigation system and turf grass within the area previously used as a construction yard for the Bend Whitewater Park and City's recent sewer project; and minor curb and sidewalk work to improve ADA access.

The current contract includes establishing turf grass from seed. The District has an opportunity to install sod rather than seed, which would allow use of the space this summer versus the following year. Furthermore, the District is currently considering staging river recreation concession on site which requires some additional accessibility improvements. These enhancements will require additional funding that exceeds the 10% contract contingency approved by the Board.

The cost estimate from the contractor to change Turf seed to sod is \$45,250. The estimated cost to replace the asphalt and concrete section necessary for ADA parking installation is \$6000, for a total contract increase of \$51,250. Rather than use the previously approved contract contingency, staff is requesting to retain the original contingency since construction is not completed yet.

BUDGETARY IMPACT

The District's 2018-2022 CIP identifies a total project funding allocation of \$365,000 (a combination of \$30,000 in general funds and \$335,000 in system development charges) to complete the project. To date the District has allocated \$11,000 in soft costs, and \$173,008 in construction costs that

include a 10% contingency. This leaves \$180,992 remaining in the budget. Of the remaining budget, \$7,086 is in general funds, and \$173,906 is in system development funds.

STAFF RECOMMENDATION

Staff recommends that the Board increase the contract amount with Sage Ridge, Inc. in by \$51,250 for a total contract amount not to exceed \$208,530 and keep the current 10% contingency of \$15,728 for a total construction budget not to exceed \$224,258.

MOTION

I make a motion to authorize the Executive Director to increase the contract with Sage Ridge, Inc. for the construction of the Simpson Site Cleanup & Landscaping Project, in an amount not to exceed \$51,250 and retain the current 10% contingency for a total construction budget not to exceed \$224,258.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 16, 2018
SUBJECT:	Park Naming
STAFF RESOURCE:	Don Horton, Executive Director David Crowther, Business Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Name this NE Bend Neighborhood Park
STRATEGIC PLAN:	
Theme:	Customer—Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiatives:	Acquire lands needed for identified future park, trail and indoor facility development.

BACKGROUND

The District acquired this 2.46 acre parcel of property which is fronted by NE Quimby and NE 11th Street. This property is bounded by residential streets on two sides.

Don Horton was contacted by the Goodrich family in late 2015 about the possibility of the District acquiring a portion of her property for park purposes. Over the course of the next few months the District determined that the location of the property was across Neff Street from an area that is underserved and would be a good asset to add to our District.

In March of 2016, Grayce Goodrich at the age of 104 passed. The family wanted to proceed with the sale of the property to the District to honor their mother's wishes. In September of 2016 the District finalized the purchase of the property and placed it on our development plan.

The District is now starting the process of designing the park and we need to consider a permanent name for the park. Our working name has been the Goodrich site.

The Goodrich family had owned the property since 1947 until the District acquired it in 2016. Grayce's husband, Alva Goodrich, Jr., was a Lawyer, Municipal Judge in Oregon in 1945 and a member of Oregon State House of Representatives in 1951. He was involved with American Legion and the Lions. Alva Goodrich died in 1973.

Grayce, an Oregon native born in Portland, raised in McMinnville, Oregon and attended Linfield College and received her degree as a lab technician. She married Alva in 1937 and they moved to Bend where Alva began his law practice and where she worked briefly for Dr. Rademacher as a lab technician. Besides raising her four daughters, Grayce was active with the American Legion Auxiliary, Laubach Reading Program, the American Red Cross, St. Charles Hospital Volunteers and was a 75 year member of PEO.

Staff thinks that recognizing the Goodrich's tenure and service to the Bend community and the State of Oregon by naming this property Goodrich Park would be good for the neighborhood and Bend.

The Park Naming Committee was in agreement to forward a recommendation to the Board to name the park after the Goodrich family.

BUDGETARY IMPACT

There is no budgetary impact for the naming of the site.

STAFF RECOMMENDATION

Staff agrees with the recommendation from the Park Naming Advisory Committee to accept the Goodrich name for our new neighborhood park in northeast Bend and recommends the Board approve this name.

MOTION

I make a motion to approve the name Goodrich Park

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 16, 2018
SUBJECT:	Annexation of Juniper Ridge
STAFF RESOURCE:	Don Horton, Executive Director
PREVIOUS BOARD ACTION:	The Board took action to annex 500 acres of Juniper Ridge on March 20, 2007
ACTION PROPOSED:	Annex the full 1,800 acres of Juniper Ridge
COMMITTEE ACTION:	None

BACKGROUND

Juniper Ridge is approximately 1,800 acres of land located north on Cooley Road off the north end of 18th Street. A portion of Juniper Ridge, approximately 500 acres, was brought into the Urban Growth Boundary (UGB) and is to be developed for industrial, commercial and residential purposes. It is likely that the remainder of Juniper Ridge will eventually be brought into the city of Bend boundary and developed.

In 2007, the city of Bend petitioned the District to annex the first 640 acres of Juniper Ridge in order to assure that the methodic and consistent extension of urban services is provided upon the development of Juniper Ridge. Both Bend City Council and the District Board of Directors approved an annexation agreement (attached) to bring this area into the District boundary. This annexation agreement was filed with Deschutes County. It was anticipated at the time that annexation would occur in March 2008.

Even though it appeared that the mechanism to annex Juniper Ridge into the District boundary was in force, the annexation never occurred. Michelle Healy, Park and Planning Director discovered the oversight which led the District to take it to the City Manager to rectify. The City too was surprised that the annexation did not happen and has been actively working on the documents they need in order to see the annexation through.

To complicate matters further, the City has sold parcels of Juniper Ridge. These parcels were sold without the annexation being in place, however the intent to annex, filed with the County, took place prior to the sale. The City is now working on obtaining signature from the landowners to support the petition to annex their properties.

The portion of Juniper Ridge that is now within the Bend City limits was incorporated into an Urban Renewal Area (URA). Urban Renewal Area tax revenues above the base line (the year in which the areas were formed) are captured by the URA to be used to support the area and therefore the District does not see these tax revenues until such time that the URA sunsets. The URA sunsets in about 2027. This is important to note because the District has not lost any revenue as a result of this oversight, however the URA has forgone the tax revenue that would have been captured as a result of annexation.

In 2007 the portion of land to be annexed into the District was that portion that was being annexed into the city of Bend, which amounted to approximately 500 acres. This annexation was approved by the Board in November 2007. The motion read as follows:

Bob Woodward moved to approve the agreement with the city of Bend to annex Juniper Ridge. Ted Schoenborn seconded the motion. Bob Woodward, Ted Schoenborn, Scott

Wallace, George Thayer and Ruth Williamson all voted Aye.

The minutes of the Board meeting described the annexation to be the first 500 acres that was also being annexed into the City. The proposal before you tonight is to annex the entire 1,800 acres of Juniper Ridge. Annexing the entire site will prevent an oversight like this one from happening on the next phase of Juniper Ridge annexation.

BUDGETARY IMPACT

There is no budgetary impact in the short term. In the long term annexation will bring in tax revenues and System Development Charges into the District.

STAFF RECOMMENDATION

Staff recommends that the Board approve a motion to annex all of Juniper Ridge into the Bend Park and Recreation District boundary.

MOTION

I make a motion to annex Juniper Ridge upon completion of the city of Bend petition to annex and filing of the petition with Deschutes County.

ATTACHMENT

Consent to annex

DESCHUTES COUNTY OFFICIAL RECORDS
NANCY BLANKENSHIP, COUNTY CLERK

2007-62866

\$51.00



00567840200700620060000000

12/06/2007 01:10:28 PM

D-ANXCON Cnt=1 Str=25 CLERK
\$25.00 \$11.00 \$10.00 \$5.00

Do not remove this page from original document.

Deschutes County Clerk

Certificate Page



If this instrument is being re-recorded, please complete the following statement, in accordance with ORS 205.244:

Re-recorded to correct [give reason] _____
previously recorded in Book _____ and Page _____,
or as Fee Number _____.

Return to: Bend Metro Park and Recreation District
Attn: Dave Crowther
200 NW Pacific Park Lane
Bend, OR 97701

CONSENT TO ANNEX

THIS AGREEMENT, made this 20 day of November, 2007, by and between the City of Bend, (hereinafter referred to as the "City") and the Bend Metro Park & Recreation District, (hereinafter referred to as the "District"). Upon signing by both parties, this Agreement shall be evidence of the City's consent to annex the described Property to the District.

RECITALS

- A. The City is the owner of certain real property, which is described on Exhibit "A" attached hereto and by this reference incorporated as part of this Agreement (the "Property").
- B. The City has received tentative approval from the City of Bend to partition the Property.
- C. Section 3.4.300(D)(2) of the Bend Development Code requires as a condition of approval the developer of a subdivision or partition of land lying within the Bend Urban Growth Boundary but outside the boundaries of the District to sign an annexation agreement with the District to annex to the District for purposes of receiving park and recreation services.

AGREEMENT

IT IS NOW THEREFORE AGREED, in consideration of mutual covenants and agreements precedent to the granting of approval of an annexation petition, the City and the District agree:

1. By signing this Agreement, the City consents to annex the Property to the District for purposes of receiving park and recreation services.
2. Upon approval thereon by the District, the City shall submit a petition for annexation to Deschutes County pursuant to ORS 198.857 and additional documents as may be required to accomplish the annexation of the Property. Alternatively, the District may initiate annexation of the Property to the District by resolution of the District's Board of Directors, pursuant to ORS 198.850(3).
3. This Agreement shall be binding upon heirs, executors, administrators, and assigns of both parties, and is a condition and covenant running with the land and binding upon the Property, and shall be recorded in the deed records of Deschutes County. This encumbrance shall be removed upon completion and approval of the annexation by the Deschutes County Board of Commissioners (the "Commissioners").

4. This Agreement shall terminate upon issuance of an order by the Commissioners approving annexation of the Property to the District, pursuant to ORS 198.860.

5. Miscellaneous.

5.1 Attorney Fees. In the event a party to this Agreement brings any action, suit, or arbitration against another party to this Agreement by reason of any breach of any of the covenants, agreements, or provisions on the part of the other party arising out of this Agreement or makes a bankruptcy claim, then in that event the prevailing party shall be entitled to have and recover from the other party all costs and expenses of the action, suit, or arbitration, including actual attorney fees, at trial, and on appeal, arbitration, or in any bankruptcy court.

5.2 Arbitration. Notwithstanding anything contained herein to the contrary, any dispute arising under this Agreement shall be promptly submitted to and heard by the Arbitration Service of Portland, Inc., or by any other arbitrator mutually agreed upon between the parties to the dispute. The determination of the arbitrator shall be binding upon the parties hereto, and judgment upon the award rendered may be entered in any court having jurisdiction thereof. The prevailing party in such arbitration shall be entitled to recover from the other party all expenses incurred in connection with the arbitration, including attorney's fees.

5.3 Successors and Assigns. This Agreement shall be binding on and shall inure to the benefit of the permitted successors and assigns of the parties to it.

5.4 Jurisdiction. This Agreement shall be enforced and interpreted in accordance with the laws of the State of Oregon.

5.5 Venue. Venue for any suit or action specifically to enforce the provisions of this Agreement shall lie in Deschutes County, Oregon.

5.6 Entire Agreement. This Agreement shall constitute the entire Agreement between the parties with respect to the subject matter contained herein, and may be modified only in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year written above.

CITY OF BEND

By: *Howard A. Anderson*
Its: City Manager

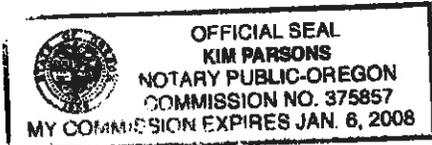
BEND METRO PARK & RECREATION DISTRICT

By: *David L. Hartman*
Its: Executive Director

[Notary on Next Page]

STATE OF OREGON)
) ss.
County of Deschutes)

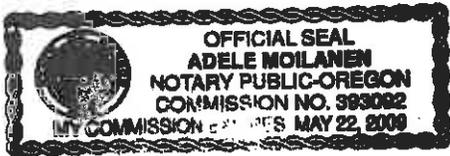
This instrument was acknowledged before me on 20 day of November 2007, by Harold A Anderson as City Manager of the City of Bend



Kim Parsons
NOTARY PUBLIC FOR OREGON
My Commission Expires: 1/6/08

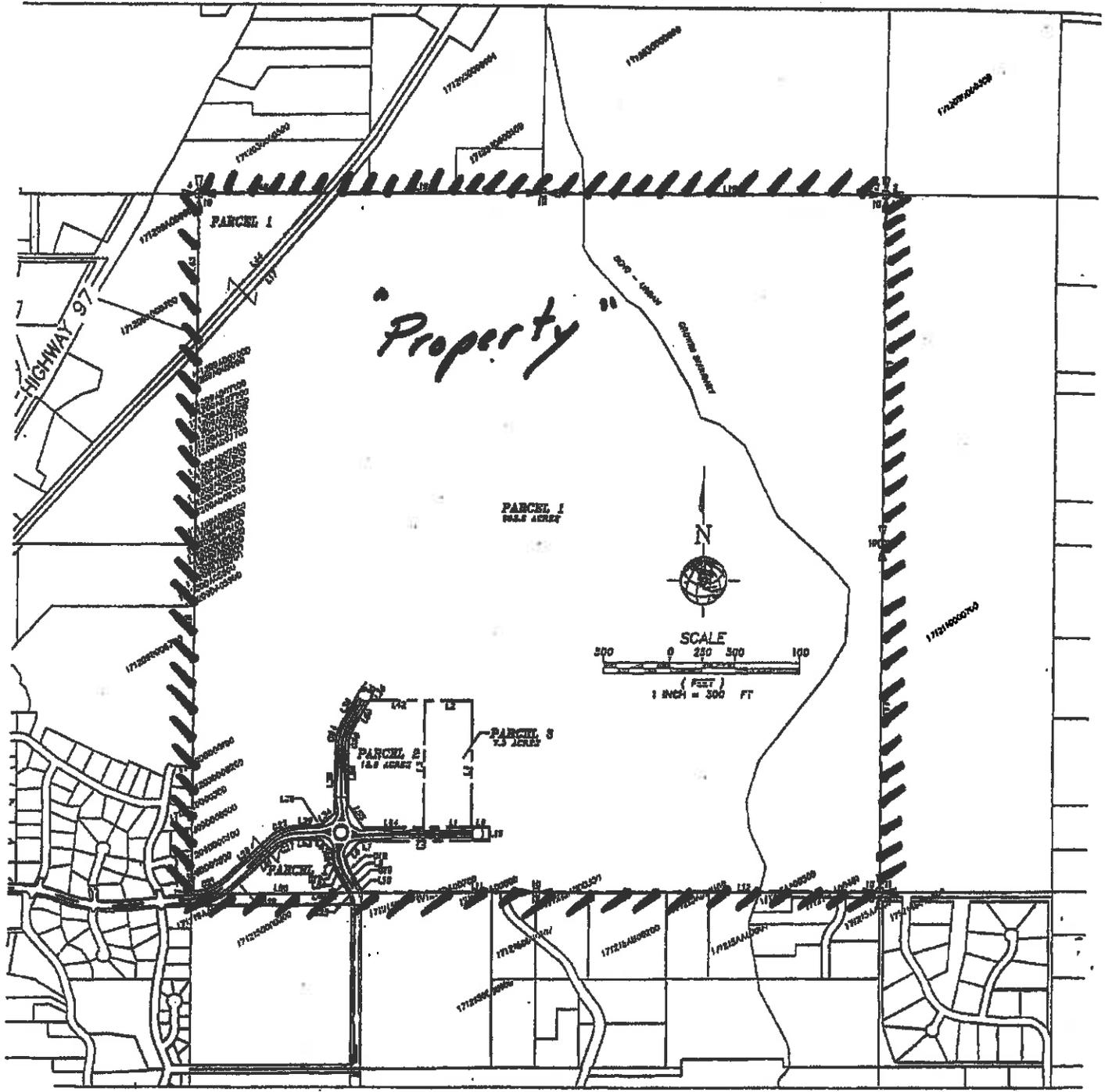
STATE OF OREGON)
) ss.
County of Deschutes)

This instrument was acknowledged before me on 20 day of November, 2007, by Don P. Horton as Executive Director of the Bend Metro Park & Recreation District.



Adele Moilanen
NOTARY PUBLIC FOR OREGON
My Commission Expires: 5/22/09

1
T.L.O.



Annexation Agreement
Exhibit A

EXHIBIT A

Township Seventeen (17) South, Range Twelve (12), East of the Willamette Meridian,
Deschutes County, Oregon.

Section Ten (10): All.

**Board Calendar
2017-2018**

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

February 6

Staff Introductions

Work Session

- ◆ Recreation Program Report
- ◆ Park Steward Program – *Jeff Hagler (15-20 min)*
- ◆ Strategic Energy Management – *Mark Ellington (30 min)*

Business Session

- ◆ Approve Athletic Field Policy – *Matt Mercer*
- ◆ Shevlin Park Professional Services Contract Award – *Perry Brooks (15 min)*

February 20

Work Session

- ◆ Comprehensive Plan Update (Prioritized projects) – *Quinn Kever (75 min)*
- ◆ Big Sky Park Development Update – *Perry Brooks (20 min)*

Business Session

- ◆ Goodrich Property Master Plan Approval – *Perry Brooks (20 min)*
- ◆ Annexation – *Michelle Healy and Garrett Chrostek (BLJ) 30 min*

March 6

Work Session

- ◆ Recreation Program Report
- ◆ Recycling in Parks Update – *Mike Duarte (20 minutes)*
- ◆ Cost Recovery/Subsidy Allocation recommendations for Facility Rentals and Community Events – *Matt Mercer & Lindsey Lombard*

Business Session

- ◆ Approve Master Plan for Alpenglow Park – *Ian Isaacson (30 min)*

March 20

Work Session

Business Session

- ◆ Approve Preliminary Design Drake Park Bank Realignment Project and provide direction on future steps – *Don Horton (45 min)*

April 3

Work Session

- ◆ Recreation Program Report
- ◆ Needs Based Assistance Report and Proposed Plan for Fiscal Year 2018-19 – *Matt Mercer*

Business Session

- ◆ Approve Needs-Based Assistance Plan for Fiscal Year 2018-19 (consent)
- ◆ Award construction contract for Pioneer Park – *Jason Powell (15 min)*

April 17

Work Session

Business Session

April 18 - Budget Committee Tour

May 1

Work Session

Recreation Program Report

- ◆ Comprehensive Plan Update (Draft Plan) – *Quinn Kever* (30 min)

Business Session

- ◆ Adopt Updated Park Rules – *Jeff Hagler and Sasha Sulia* (30 min)

May BUDGET MEETINGS (May 14, 16 & 17)

May 15

Board Meeting Cancelled

June 5

Work Session

Recreation Program Report

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2018 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2018-19, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2018-19 – *Lindsey Lombard*
- ◆ Adopt Resolution No. XXX – Adopting the Capital Improvement Plan Summary for Fiscal Years Ending 2019 - 2023 – *Michelle Healy* (10 min)

June 19

Work Session

- ◆ Comprehensive Plan Update (Phase III public involvement update on draft plan) – *Quinn Kever* (45 min)

Business Session

TBD

Outreach and Events goals and priorities – Sue Boettner & Amanda Jamison

Leadership – *Theresa Albert/Wendy Boyer*

Strategic Plan measurements

DRT - Kirkaldy Ct. to Putnam Rd. easement

Sponsorships

IGA with the City for Planning – *Michelle Healy and Don Horton* (45 min)

Award Juniper Park ADA construction contract – *Brian Hudspeth* (15 min)

Award construction contract for Big Sky Park – *Brian Hudspeth* (15 min)

Award construction contract for DRT - Galveston to Miller's Landing -- *Jason Powell* (20 min)

Approve Guaranteed Maximum Price for Construction of Larkspur Community Center – *Brian Hudspeth* (45 min)