



Bend Metro Park & Recreation District

February 6, 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

Accessible Meeting/Alternate Format Notification

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

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 6, 2010
SUBJECT:	Recreation Program Report – Enrichment Wednesdays
STAFF RESOURCE:	Jennifer Padilla, Enrichment Program Coordinator
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None – for information only
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Respond to User Expectations

BACKGROUND

In order to assist the Board of Directors in developing familiarity with recreation programs and services, District recreation staff will make a brief presentation on a specific program during the first work session of each month. The presentations will include an overview of the program history, content, goals and outcomes, participation trends, customer feedback and more.

This month's Recreation Report will feature Enrichment Wednesdays, a program that was developed over 12 years ago in response to Bend LaPine Schools institution of early release Teacher Improvement days. Enrichment Wednesdays provides a diverse array of enrichment activities at most elementary schools to fill the gap between the early release time and the normal end of the school day time.

BUDGETARY IMPACT

The program is a part of the Recreation Services general fund budget.

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 6, 2018
SUBJECT:	Park Stewardship Division Update
STAFF RESOURCE:	Jeff Hagler, CPRP, Park Stewardship Manager Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	NA
ACTION PROPOSED:	Information Only
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Respond to User Expectations
Initiative:	Develop and implement efficient, effective and responsive ways of managing the use of District parks and facilities.

BACKGROUND

The purpose of this work session item is to provide the Board an overview of the Park Stewardship Division. During the board meeting, staff will provide additional detail about the program including successes and challenges.

The Park Stewardship Division was created in 2014 and falls under Park Services Department. The division manages rule enforcement and education, community public events and business in parks. The division consists of a year-round, full-time manager, park steward and community event coordinator. Three additional stewards and a park event specialist handle the increased workload in parks and on trails from April through October. This division also manages the contract with Bend Patrol Security (BPS), who provides one day time officer and two night time officers seven days a week, year round.

The primary goal of the Park Stewardship Division (including BPS) is to provide a positive presence in the District's parks and trails, while addressing rule enforcement, providing information and outreach to park patrons. Patron feedback has been very positive and appreciative, reporting a high sense of safety in District parks and on trails.

The success of the program is attributed to a variety of reasons including:

1. The District's program stresses the importance of a positive enforcement style in the parks. It provides staff with extensive training on techniques that provide education and promotes voluntary rule compliance rather than using a strictly punitive enforcement approach.

2. The increased services of BPS to seven days a week provides more consistent coverage across the District.
3. The computerized incident tracking system provides real time information about interactions with park patrons, and provides reports that are shared with partnering agencies (e.g., Bend Police or Deschutes County Sheriff's Office).
4. Collaboration with various community groups such as: the City of Bend, Deschutes County, local law enforcement, Homeless Leadership Coalition, Downtown Business Association and neighborhood associations provides opportunities to approach issues in the parks and throughout the community with a collaborative approach.

As the District continues to grow, the division will be challenged to meet the increasing and diverse needs of park patrons while still maintaining the current level and quality of service experienced by park users today.

BUDGETARY IMPACT

None, the park stewardship program and the BPS contract are included in the Park Services Department budget.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 6, 2018
SUBJECT:	Environmental Sustainability and Energy Trust of Oregon's Strategic Energy Management Program
STAFF RESOURCE:	Mark Ellington, Asset Program Manager Jason Monaghan, Facilities Manager
PREVIOUS BOARD ACTION:	N/A
ACTION PROPOSED:	N/A
STRATEGIC PLAN:	
Theme:	Operational Excellence
Objective:	Identify, evaluate and improve critical processes to decrease inefficiencies and/or duplication of work.
Initiative:	Continually evaluate operational procedures with the goal of improving and increasing the District's sustainable practices.

BACKGROUND

The purpose of this work session item is to provide the Board with an overview of the District's environmental sustainability projects and practices. Below is background information. Additional details will be provided during the board meeting.

Environmental sustainability is a core value of the District. During the mid-2000's, the District initiated an environmental sustainability program intending to reduce environmental impacts associated with operations and development of new properties. The program includes extensive awareness training and review of processes and procedures to improve operations. See attachment A for a list of many of the improvements completed by the District.

In spring 2015, the sustainability program was invigorated and a new Sustainability Committee was established. The committee quickly developed an Environmental Sustainability Policy (see attachment B) which defines the primary initiatives:

- Integration of Sustainable Practices
- Water Quality & Consumption
- Chemical Use
- Energy Conservation
- Waste Reduction
- Purchasing
- Ecosystem Management

The District has expanded work on many of these initiatives, focusing mostly on water, recycling and energy conservation.

In early 2017, the District joined the Energy Trust of Oregon's (ETO) "Strategic Energy Management Program" (SEM). Unlike the ETO project rebate program that the District used for years, the SEM program is a long-term initiative intended to integrate energy conservation awareness and action throughout the workplace. The program provides assistance to improve existing skills, knowledge, and mechanical and culture conditions that otherwise can hinder efficiencies. Other local public and private entities are also participating, forming a local area "cohort" where ideas and challenges are shared to solve problems together. This participation creates an added benefit in developing collegial relationships with other local agencies.

The first year of the SEM program called the "Initial Engagement Period", is complete. The District received four, \$1,000 incentive rewards for successfully implementing an Energy Team, creating an Energy Policy that defines a 5% reduction goal by 2020, developing Performance Tracking Tools that baseline past use and monitor gas and electric consumption for the three buildings currently registered in the program (see attachment C), and developing and advancing the implementation of an Energy Management Action Plan tailored to the District (see attachment D). Additionally, a cash reward will be paid to the District for measurable reductions in gas and electricity use at the end of Year One (February 2018).

The District is now beginning the "Continuation Period" where identified mechanical issues are being resolved and engagement with staff begins. Numerous mechanical projects such as LED lighting installations and retro-commissioning of control systems at the District Office and Juniper Swim and Fitness Center are underway. However, the most critical aspect of this program is the development of a culture where staff is empowered to integrate energy conservation in their daily activities and long range planning. An Engagement and Communications Plan has been initiated which includes rebranding SEM as the Districts' own "Green Up" program, informational messaging from various sources, and a before-and-after survey conducted with staff to gauge the effectiveness of outreach. Additional cash incentives for performance and achievements continue while the District is enrolled in the program.

While many sustainability successes have been achieved, there are still challenges and opportunities to pursue including local purchasing practices and integrating sustainable practices into the culture. Cross-departmental collaboration and cooperation is necessary to achieve the stated goal. Continued participation in this program will develop means to meet these challenges.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None – for information purposes only.

MOTION

None

ATTACHMENTS

Attachment A - BPRD Sustainability Actions and Activities

Attachment B - Environmental Sustainability Policy

Attachment C - BPRD SEM Performance Tracking Tool Summary

Attachment D - Energy Management Action Plan



BPRD SUSTAINABILITY ACTIONS AND ACTIVITIES

Updated January 23, 2018

Bend Park and Recreation District has implemented many sustainable actions and activities that promote environmental stewardship in accordance with the Districts' Environmental Sustainability Policy initiatives. Listed below are many of these activities:

Integration of Sustainable Practices

- Construction plans for bid are distributed in electronic format through the Central Oregon Builders Exchange, significantly reducing paper use.
- Construction contracting includes provision requiring recycling of materials.
- Juniper Swim & Fitness Center actively supports and promotes commute, carpool, and alternate modes of transportation options.
- Staff utilizes Webinar and Go To Meeting technology for training, reducing the need for travel.
- Partnership with Commute Options to reduce travel for staff and patrons.
- Shared resources/equipment with other agencies to deliver programs.
- Encourage carpooling at coaches meetings for sport practices and games.
- Outdoor programs teach "no trace" methods of enjoying the outdoors.
- District Office is certified LEED Gold that includes interpretive signs and educational tours of building to promote sustainable construction.

Water Quality and Consumption

- Juniper Swim & Fitness Center utilizes recycled glass beads in pool filtration tanks rather than sand. This utilizes recycled materials, lasts longer and cleans more efficiently, resulting in cleaner pool water for longer periods.
- Juniper Swim & Fitness Center pools are covered nightly (as soon as they are closed) with insulating energy saver blankets. This reduces water loss through evaporation, heat and chemical loss.
- Ultraviolet Systems on Juniper Swim & Fitness Center indoor pools and spa reduces the need to drain or dilute pool water as often, and to super chlorinate or use other expensive and harsh methods to maintain excellent water sanitation and quality. It also reduces the air borne chloramines resulting in healthier air and decreased corrosion to building structure and equipment.



BPRD SUSTAINABILITY ACTIONS AND ACTIVITIES

- Low flow shower heads, sinks and toilet flush valves reduce Juniper Swim & Fitness Center domestic water consumption. Pool deck showers are timed. Signs encourage people to keep showers brief to conserve water.
- Maxicom irrigation system measures need for water and adjusts irrigation accordingly (now have two measurement devices – one on east side and one on west side that account for climate differences).
- Using Evapo Transfer (smart) irrigation to reduce water consumption.
- Upgrading and renovating irrigation systems throughout the parks for more efficient water usage.

Chemical Use

- To minimize fertilizer applications, soils are tested to determine actual plant needs.
- Fertilizers that contain Phosphorous are no longer used.
- Reduced use of fertilizer by discontinuing summer application for neighborhood parks
- Organic fertilizers are used on parks near the river
- Shop and Landscape division operations are Eco-biz certified by DEQ.
- Use landscape blends of organic composted (recycled) material into soils for new park turf areas to retain water and reduce fertilizer requirements.
- Nearly all Senior Center cleaning products are green.

Energy Conservation

- Direct digital control systems control all Juniper Swim & Fitness Center, District Office, and The Pavilion HVAC systems. These controls allow scheduling, trending and monitoring of each room to maximize efficiency. All HVAC systems are scheduled to operate at reduced fan speeds and temperatures during unoccupied hours. Use of outside air to cool whenever possible is built into all control sequences. CO₂ monitors are installed in fitness rooms to ensure good air quality while maximizing efficiency.
- Retro-commissioning of digital control systems have been initiated by utilizing trained in-house staff to improve operating function and reduce energy consumption at the District Office and JSFC.
- Senior Center Lobby lights have been re-lamped with LED.
- Senior Center hot water heater temperature has been lowered from 140 degrees to 120 degrees.
- Replaced Senior Center fitness room and office area HVAC in 2015 with high-efficiency unit.
- Installed new window blinds to better insulate Senior Center windows.



BPRD SUSTAINABILITY ACTIONS AND ACTIVITIES

- Senior Center lights are turned off in unoccupied rooms
- At McKay Park, 22 concrete panels were reclaimed from the old pedestrian bridge and are used as seating walls and plaza areas within McKay Park. The concrete's embodied energy is around 1.5Mj/kg and a 3.6Mj = 1 KWH, we are preserving 49,976 KWH's of embodied energy that would otherwise go to the landfill and then be replaced by equivalent energy usage in building new concrete.
- Participant in the Energy Trust of Oregon Strategic Energy Management Program to initiate mechanical and cultural improvements to building systems and occupant awareness to reduce the consumption of energy in a measurable and verifiable manner for the long term.
- Juniper Swim & Fitness Center pools are covered nightly (as soon as they are closed) with insulating energy saver blankets.
- Juniper Swim & Fitness Center air handling system supply and return fans are equipped with variable frequency drives that regulate motor and fan speeds based on demand. This allows them to operate as efficiently as possible while maintaining temperature and air quality requirements, and extends the life of the equipment.
- Juniper Swim & Fitness Center air handling systems for the indoor pool area, 50-meter pool, and locker rooms have heat recovery loops that capture heat from the warm air that is exhausted and preheats incoming outside air.
- Juniper Swim & Fitness Center's dual boiler system is programmed to cycle only as demand requires, thereby reducing energy consumed.
- High efficiency heat exchangers transfer heat to Juniper Swim & Fitness Center pools and air systems based on control settings.
- A centralized water chiller plant at Juniper Swim & Fitness Center provides nearly all air conditioning needs efficiently when economizing or use of outside air cannot meet demand.
- Juniper Swim & Fitness Center lighting fixtures and lamps are energy efficient including florescent, compact florescent, LED or energy efficient metal halide.
- Variable frequency drives are installed on some pool motors/pumps at Juniper Swim & Fitness Center. This will allow motors to only work at the speed required to maintain required flow rates. It also allows motor speed and flow rate to be reduced in half or less during closed time, and extend the life of the equipment.
- Park Services' offices and shop thermostats are set for low energy consumption
- 68% of District's electricity is purchased through Pacific Power Blue Sky Renewable Energy program which supports alternative energy resource development projects.
- Maxicom is also being used to automatically on/off sports field lighting at Skyline Park.
- District Office includes a 50kW solar photovoltaic array on the roof, and has reduced grid energy use by nearly 30%.



BPRD SUSTAINABILITY ACTIONS AND ACTIVITIES

- The Pavilion lighting systems are LED.
- The District has instituted “Indoor Space Temperature Standards” that establishes a set temperature range of 68-degrees minimum in the winter and 75-degrees maximum in the summer for its various staff occupied buildings.

Waste Reduction

- Juniper Swim & Fitness Center recycling program includes aluminum cans, plastic bottles, paper products, printer cartridges, steel, aluminum and wood products.
- Juniper Swim & Fitness Center utilizes 100% recycled bath tissue in the jumbo rolls.
- Sustainable building materials were used in many areas during Juniper Swim & Fitness Center renovations and repairs. This includes wood from sustainably managed forests, and use of recycled flooring and furnishings where possible.
- High-efficiency copiers significantly reduce the amount of toner cartridges used and copiers are set to double-sided printing as the default setting.
- Kitchens are mostly stocked with reusable cups, flatware, and kitchenware reducing use of disposable plates and cups.
- The board meeting room is outfitted with technology that significantly reduces the amount of paper printed for board meetings.
- Park doggie bags for patron use in parks are bio-degradable.
- Reusing cut trees in stream restoration and Wildside play area projects.
- Use ODOT reject rock materials for trails – recycled and not used by ODOT.
- Playground equipment that incorporates recycled materials and is recyclable at the end of its life cycle has been selected for use in our parks. The metal posts are made with steel which is made from at least 50% recycled material or aluminum which is at least 40% recycled material. Most of the plastic components (slides, roofs, panels, etc.) are made from 100% recycled materials (milk cartons and industrial plastic waste). Playgrounds which have rubber poured in place surfacing or tiles (Stover, Larkspur, Orchard, Al Moody) are made from 100% recycled rubber generally from tires. It’s estimated that as many as 2-1/2 tires go into one playground tile.
- Reuse of play equipment, site furnishings, and light standards in parks where appropriate.
- New and replacement site furnishings and play equipment contain recycled materials.
- Recycle bins are located at every desk, and containers are in place and available throughout all District facilities.
- Recycle sports equipment to other groups, agencies and programs.
- Paper towels from District Office restrooms are recycled.



BPRD SUSTAINABILITY ACTIONS AND ACTIVITIES

- Most old letterhead, envelopes, etc., are repurposed and used for notepads and Recreation program supplies.

Purchasing

- Extended desktop computer replacement schedule from 3 years to minimum of 4 years and servers from 5 to 7 years to reduce electronic waste.
- Purchase recycled content paper products for Annual Report (Newsletter), towels, toilet paper, and many other items.
- Fabricate replacement concrete fence rails in-house, and new steel trash cans locally to reduce costs and carbon footprint impacts of long distance shipping.

Ecosystem Management

- Native plants are incorporated into park designs where possible to reduce watering when plants are established.
- Maintain noxious weed abatement.
- Practice Western Juniper removal/vegetation management creating healthier ecosystems.
- Reducing the risk of having to replace a stand of timber through effective wildfire fuels reduction.
- During construction/development reduce weed establishment by minimizing the natural area disturbed and then re-establish native vegetation.
- Improve an array of degraded sites through different restoration projects.
- Improve overall ecological site health by treating and reducing vegetation density.
- Enhance soils and wildlife habitat by retaining appropriate levels of down coarse wood material and standing snags.
- Purchase native seed and plant material from local sources that collect and grow material in Deschutes County.
- Most neighborhood parks are designed to retain native vegetation.



Administrative Policy

Environmental Sustainability Policy

Approved by: Executive Director, Don Horton

Approved: December 5, 2014

Page - 1 - of 2

Environmental Sustainability Policy**Purpose**

The Bend Park and Recreation District's 2012-2017 Strategic Plan includes Environmental Sustainability as a core value of the District in the maintenance and preservation of natural and developed resources. Further, the Strategic Plan recognizes that integrating and continuously improving sustainable best practices in all phases of management is an integral part of operational excellence. This policy defines the initiatives, standards, and responsibilities of District employees to take real and permanent steps to integrate sustainable practices in the planning, design, development, use, and management of District parks and facilities where financially feasible. District employees are encouraged to become familiar with and integrate sustainable practices in their daily duties and activities.

Key sustainability initiatives identified by the District include:**Integration of Sustainable Practices**

District staff should be educated and trained on awareness and implementation processes related to creating and maintaining a sustainable park system. The intention is to develop and integrate sustainable best practices in District culture and decision making processes. This integration process includes the design and development of new properties, the maintenance of existing parks and facilities, and the activities of occupants of such properties.

Water Quality and Consumption

Parks and recreational facilities require significant amounts of fresh water to support recreation programming and green space. The accompanying discharge of waste water and stormwater runoff also contributes to the District's impact on the environment. Staff should look to design, maintain, and make improvements that minimize water use and waste whenever possible in a manner that provides safety, sanitation, and health of District staff, patrons and assets.

Chemical Use

Parks and recreational facilities also require chemicals to operate, clean, maintain, and protect persons and properties. The use of cleaners, lubricants, fertilizers, pesticides, pool water sanitizers and many other chemicals have an impact on the environment that BPRD intends to minimize. District employees who utilize such products are expected to be knowledgeable and responsible in their use. Reduction in chemical use or conversion to less toxic chemicals that minimize environmental impact without compromising health and safety is encouraged. Chemical use should be addressed during the design phase of renovations, replacements, and new construction in a manner that minimizes or eliminates their use where financially feasible and practical.

Energy Conservation

Controlling and minimizing electrical and natural gas consumption is a fundamental characteristic of a sustainable organization. Consumption reduction measures that maintain or improve occupant comfort, health, and safety should be investigated and implemented by staff and design professionals when operating existing systems and designing new properties where economically feasible. Employees are expected to take actions that minimize energy use such as turning lights out, closing exterior doors and windows when appropriate, etc. Alternative energy generation systems that replace grid-sourced power should be investigated and integrated when feasible and practical. District construction and facilities staff should remain knowledgeable of new energy efficiency technologies appropriate for BPRD properties as they evolve.

Waste Reduction

The volume and toxicity of waste generated by an organization is a primary contributor to environmental degradation, and improvements made to minimize waste are a critical component of sustainability. District operations are to maximize recycling opportunities where possible, including engaging patrons by making recycling options convenient. Also, new construction and renovations should include designs that promote and improve the convenience of trash and recycling separation. The purchasing and stocking of disposable materials and supplies that unnecessarily contribute to the waste stream should be avoided when possible.

Purchasing

Purchases of goods such as fixtures, furnishings, materials and supplies should consider the use of products produced from recycled materials, products that are considered recyclable, or are procured locally in a manner that minimizes transportation while adhering to District purchasing and contracting rules.

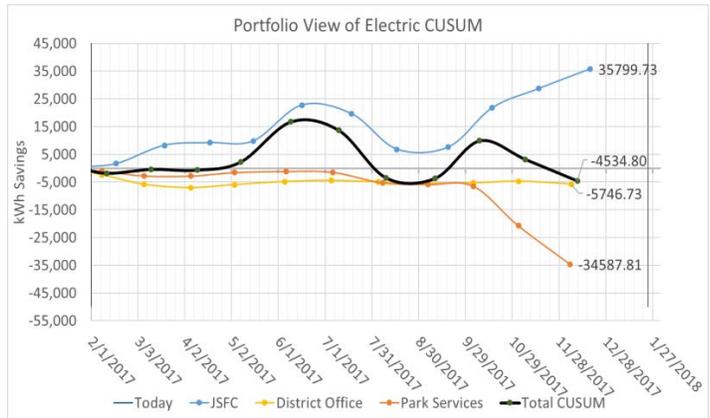
Ecosystem Management

The District owns and manages several properties which are classified as natural areas, either as stand-alone properties or adjacent to developed park lands. These properties differ in location, vegetation type, wildlife habitat, fire fuel loads, user impact, etc., and therefore require varying strategies to maintain or improve health, diversity, and sustainability. The District Planning & Development department and the Natural Resources division activities shall follow regulatory ordinances, rules, and statutes when managing these lands. Sustainable improvement projects and ongoing management practices should focus on improving water quality, biodiversity of native species, habitat, site health and safety. Dead matter fire fuels should be managed in a manner that reduces catastrophic fire risk while maintaining site soil qualities. Vegetation and forest stand health should be optimized, with various age classes and appropriate species diversity strengthened. Wildlife habitat should be accommodated and improved to provide a diversity of species within the native food chain. Invasive and noxious plant species should be managed for eradication, and the establishment of native species should be favored. Disturbed areas of park construction sites should be managed to eradicate invasive and noxious weed species during and following construction activities.

BPRD SEM PERFORMANCE TRACKING TOOL SUMMARY

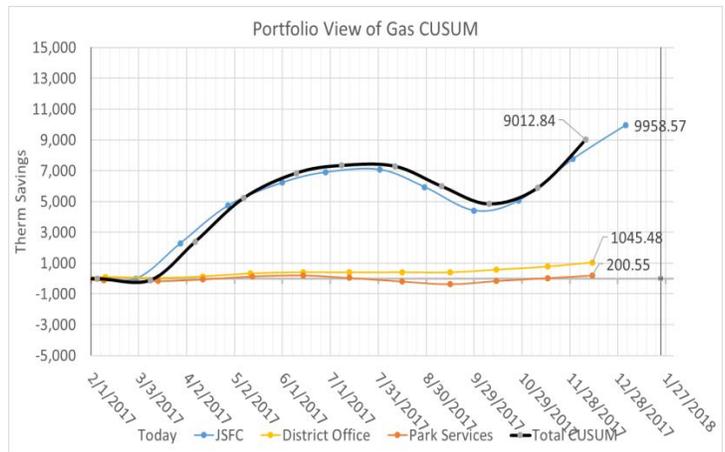
Performance Summary – Electricity

Electricity					
	Last Update	Annual Baseline Energy Use (Actual)	Current SEM Savings	Normalized Savings (%)	Total Cost Savings
JSFC	12/18/2017	1,805,980	35,800	2.2%	\$3,579.97
District Office	12/6/2017	160,920	(5,747)	-4.4%	-\$574.67
Park Services	12/5/2017	132,251	(34,588)	-34.4%	-\$3,458.78
Total		2,099,151	(4,535)	-12.2%	-\$453.48



Performance Summary – Natural Gas

	Last Update	Annual Baseline Energy Use (Actual)	Current SEM Savings	Normalized Savings (%)	Total Cost Savings
JSFC	1/2/2018	178,879	9,959	6.0%	\$6,971.00
District Office	12/12/2017	5,776	1,045	24.7%	\$731.83
Park Services	12/12/2017	4,566	201	5.4%	\$140.38
Total		189,221	11,205	12.0%	\$7,843.22



Energy Management Assessment Action Plan
 Bend Parks & Recreation District
 Session Date - 03/08/2017



Component	Action/Opportunity	Owner	Due Date	Status/Notes
Energy KPIs and targets				
	Establish a target for reducing energy consumption in Bend Parks & Recreation District (BPRD).	Ellington	9/20/2017	COMPLETED: Energy Policy, 5% reduction by 2020
Management commitment				
	Work with your executive team to prepare a written energy policy for BPRD, that is defined by top management. Once finalized ensure the policy is communicated to employees by top management (e.g. policy information is shared with employees and other relevant individuals who occupy your facility such as tenants or customers).	Ellington	9/20/2017	COMPLETED: Energy Policy Completed and communicated to staff.
Monitoring and analysis				
	Identify the key factors that impact BPRD energy performance (e.g. consumption, large energy systems, weather, production lines, hours of operation, occupancy). Implement regular recording and review of these key factors relative to your energy consumption.			
	Assign and train appropriate staff the responsibility to acquire and analyze relevant energy data for BPRD.	Ellington	5/11/2017	COMPLETED: Ellington retrieves utility bills and updates SEM Tools.
Reporting, review and reassessment				

Component	Action/Opportunity	Owner	Due Date	Status/Notes
	Regularly review BPRD energy performance against targets and take actions when necessary (e.g. performance deviates from target).	Ellington	11/1/2017	INITIATED: Ellington reviews significant deviations of performance to predicted model on a monthly basis as bills arrive, conducts investigation, and coordinates corrective actions with responsible parties and departments.
	Regularly report BPRD energy performance and achievements to management.			
Resources (human and financial)				
	Identify an individual, or form a team, with formal responsibilities for improving your energy performance/management.	Ellington	8/1/2017	COMPLETED: Energy Team formed and holds regular mtgs
Energy management system audits				
	Complete a regular assessment (e.g. annually) of BPRD current energy management practices with an Energy Management Assessment or performance scorecard.			
Employee engagement				
	Establish and conduct employee awareness with you staff. Ensure that it includes regular communication of your performance against targets and actions to reduce energy use.			
	Actively solicit employee ideas about improvements in energy performance and your energy program within your organization (e.g. through suggestions box, company newsletters, competitions etc).			

**Bend Metro Park & Recreation District
Board of Directors
PROCLAMATION
Not in Our Town**

Recognizing the vital importance of maintaining a respectful environment in park and recreation facilities and programs, and joining the effort to bring greater awareness to bullying and the negative affects it has on people's lives.

Whereas, public park and recreation systems are dedicated to enhancing the quality of life for residents in communities around the country through the provision of parks, facilities, recreation programs and conservation efforts; and

Whereas, bullying and harassment have increased in towns and cities across America; and,

Whereas, Bend Park and Recreation has a role to model good behavior and to assure that our programs are a safe place for children and adults to enjoy wholesome activities; and,

Whereas, history has tragically taught us what happens when people stand silently by and allow acts of intolerance, hatred and violence to occur; and,

Whereas, people often feel isolated, without hope, and helpless to do anything individually to end hate violence; and,

Whereas, Bend Park and Recreation understands the importance of bringing awareness of the harmful effects of bullying and harassing, and,

Whereas, Bend Park and Recreation understands the importance of offering training to agencies and individuals on how to recognize bullying behavior and how to instill change;

Now, Therefore, be it resolved that the Bend Parks and Recreation District supports the "Not in Our Town/Not in Our Schools" film screening and community workshop March 5 and March 6 at Central Oregon Community College; and that

We further resolve to stand together with all people of good faith across our community in an effort to push back the rising tide of bullying and harassment to proclaim "Not in Our Town, Not in Our Nation."

ADOPTED by the Bend Metro Park and Recreation District Board of Directors this 6th day of February, 2018.

Nathan Hovekamp, Board Chair

ATTEST: _____
Don P. Horton, Executive Director



Board of Directors

Meeting Minutes - January 16, 2018

BOARD PRESENT

Nathan Hovekamp, Chair
Brady Fuller, Vice Chair
Ellen Grover
Lauren Sprang
Ted Schoenborn

STAFF PRESENT

Don Horton, Executive Director
Lindsey Lombard, Administrative Services Director
Matt Mercer, Director of Recreation
Sheila Reed, Assistant to the Executive Director
Sasha Sulia, Superintendent of Park Operations
Michael Egging, Recreation Analyst
Jason Monaghan, Facilities Manager
Brian Hudspeth, Development Manager
Jeff Hagler, Park Stewardship Manager
Tom Fisher, Budget Committee
Quinn Kever, Park Planner
Ryan Mottau, MIG
Audrey Robeson, IT Manager

Legal: Paul Taylor

Media: Stephen Hamway, The Bulletin
Kristen Phillips, The Source

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

WORK SESSION

1. Comprehensive Plan Update (Evaluation Criteria)— *Quinn Kever* (60 min)

Ms. Kever introduced the potential evaluation criteria for the Comprehensive Plan update; she outlined the discussion for tonight as the following: overview of the process to develop a potential list of projects that will be evaluated through the criteria, describe the prioritization process, discuss potential criteria, and wrap up with next steps.

Ms. Kever spoke about the many needs of the community and the necessity to have a set of criteria that will help prioritize the capital investment projects for the Comp Plan. Projects in the CIP will be included in the comp plan, but will not go through the prioritization process since they have already been vetted by the Board and already have financial resources attached to them. She further spoke of

past plans that have not had an evaluation criteria process, but have relied on the unmet need analysis instead. The unmet need analysis will be a criteria, but no longer the only one. This tool will allow projects to be sorted into 3 categories high, medium and low. This is also designed to be flexible and meet changing in the needs of the community and the Board will continue to have ultimate say about the projects. This tool will allow for a more refined and transparent process.

Mr. Mottau discussed the sources used to establish the criteria including: BPRD vision mission and values statements, Board input, public input, focus groups, geospatial analysis and other jurisdictions. Mr. Mottau identified key themes from public input that include: strive for close to home for all, serve areas with the greatest density, maximize partnerships, take care of existing recreation sites, identify and take advantage of opportunities, address public's unmet needs. Based on these key themes a list of potential criteria was developed to best identify future projects to meet the goals of the community.

Mr. Mottau explained the Needs/Unmet Needs Analysis. This analysis has been used since 2004, it acknowledges unmet needs, helps focus on the most important needs, helps to identify partnerships that accomplish lower level community needs and adapts to the needs of the changing community.

Ms. Keever explained that as a group they tried to look at the full spectrum. A mock test was run to verify that it falls in line with what the community wants now. Testing a wide variety of projects show that this scoring tool works as intended, but there will always be other considerations for the Board such as costs. Costs will be a factor, but not criteria; otherwise, the results would be skewed. Costs will be associated with each project as they come out of the tool for discussion and costs will be included in the Comp Plan. Furthermore, there is a lot of interest in this plan from the public, the community is answering questions and engaging with the process.

2. Review Draft Athletic Field Policy & Stakeholder Input – *Matt Mercer* (30 min)

Mr. Mercer reviewed the draft of the Athletic Field Policy and discussed stakeholder input. He remarked that there are no surprises in the presentation, since he last spoke. The community did not return a huge response to the outreach efforts about the policies, but Mr. Mercer did review the responses from several groups. He noted that Bend Rugby Group and Bend Little League expressed that they would like to be affiliates. Mr. Mercer explained some small changes in language that was made to the plan based on prior feedback from the Board.

The Board asked questions about the affiliate organization agreement; Mr. Mercer responded that an agreement needs to be designed which will take time and be in place for next year.

Mr. Mercer summarized that the Athletic Field Policy formalizes longstanding relationships with partners that we have been working with for many years; it is more transparent and addresses equity issues. Cost recovery and fee setting was removed from this policy, these items will be included in the rental, facility use and special events policies that will be coming before the Board on a later date.

REGULAR MEETING

VISITORS

Susan Crosby-Ms. Crosby shared with the Board her enjoyment of her daily walks through Drake Park from Galveston Bridge to the footbridge. She is concerned that the trail plan for Drake Park in this area will create a

barrier of trees that may obstruct the view of Mirror Pond and take away the pleasure of watching wildlife and sunsets in this area. She is worried that as the plan calls for less access points and control of the geese that it will

sacrifice the aesthetic value the park currently offers. She asked the Board to please not destroy the historical relationship between the park and the pond.

Travis Yamada-Mr. Yamada a Surfer in the Whitewater Park thanked the people that were involved with starting the Whitewater Park and commended the work that Ryan Richard and James Adams do to keep the park running well. He presented some concerns with the seasonal flow of the water and the negative effects on the Whitewater Park. He sent the Board a presentation with pictures and ideas to remedy the flow. Mr. Yamada asked the Board to please look at his materials and consider the requests in the presentation

CONSENT AGENDA

1. Meeting Minutes – 12/19/2017

Director Fuller made a motion to approve the Consent Agenda. Director Sprang seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Award JSFC changing room construction contract – *Brian Hudspeth*

Mr. Hudspeth presented to the Board an account of the water damage that was originally noticed last summer in the changing rooms at JSFC. As the damage was being assessed, it was discovered that the problem was deeper. In September, Park Services did a demo and stripped the interior finishes away in one room to assess the water damage and assume that it would be similar in the other three changing rooms. This changing room has been closed ever since and also a shower. After working with an architectural service, this work was put out for bid in September. The amount of \$300,000 was budgeted to come out of the CIP. The CIP allows for some funding for projects that come up unexpectedly. Plans were finished in November, put out to bid in December. Jan 4th opened bids publically. Griffin Construction bid \$199,521 and has been chosen as the best option for this project. At this time, it has been determined that a 25% contingency is necessary for the project due to the unknown possibilities with the other changing rooms. The contract is scheduled for completion April 15.

Director Fuller made 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. Director Grover seconded. The motion passed unanimously, 5-0. The motion passed unanimously, 5-0

2. Simpson Site Cleanup & Landscape Project, Construction Contract Contingency – *Brian Hudspeth*

Mr. Hudspeth explained the project at the site on Simpson near the Pavilion. The Simpson site has a planned turf area. Mr. Hudspeth explained the advantages of using turf instead of seed. The benefits include: quicker finished area that can be used this summer for Pavilion programs, less erosion to the area, turf is better to have as a field, obtained pricing of turf that is significantly less expensive than usual, cost savings in staff time and maintenance with putting in seed.

He went on to further discuss the need for an additional \$6,000 from the general fund to do some ADA upgrades, that relate to the asphalt that runs up against the old Park and Ride. The funds would allow for some concrete cutting to put in appropriate curbs and provide ADA parking that does not exist today. This would be in addition to the contract and not to exceed the requested amount.

Director Grover made 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. Director Schoenborn seconded. The motion passed unanimously, 5-0.

3. Naming of NE Bend Neighborhood Park - *Don Horton*

Executive Director Horton presented that a new park, which is currently in design, needs to be formally named. He explained that the park area has been in the Goodrich Family for many years and the family and community would like to see the historical value of the park be preserved in the name by calling it Goodrich Park.

Director Sprang made a motion to approve the name Goodrich Park. Director Fuller seconded. The motion passed unanimously, 5-0.

4. Juniper Ridge Annexation – *Don Horton*

Executive Director Horton presented information to the Board regarding an annexation in Juniper Ridge. Back in 2007 when the City annexed Juniper Ridge into the city limits, the City came to the District with intent to annex. The form was filled out and recorded with the County; however, the process was not completed by the City. Due to this error, the Urban Renewal Agency lost more than \$200,000 in tax dollars from the properties sold in Juniper Ridge.

Director Grover made a motion to annex Juniper Ridge upon completion of the city of Bend petition to annex and filing of the petition with Deschutes County. Director Fuller seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR’S REPORT: Executive Director Horton shared that the Riley Ranch staff and community are very proud of the park, the response from visitors to Riley Ranch has been very positive.

BOARD MEETINGS CALENDAR REVIEW:

GOOD OF THE ORDER:

ADJOURN 8:13 pm

EXECUTIVE SESSION – The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions.

Prepared by,
Sheila Reed
Executive Assistant

Nathan Hovekamp, Chair

Brady Fuller, Vice-Chair

Ellen Grover

Ted Schoenborn

Lauren Sprang

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 6, 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. Provided input on draft policy in the January 16, 2018 Board Work Session.
ACTION PROPOSED:	Approve Policy
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

Over the past several months, staff has engaged the board in a comprehensive discussion about the provision and use of District athletic fields and the District's role in sport programming with the goal of creating policy guidelines that provide direction on the allocation, scheduling and future development priorities for athletic fields. This included the following:

- **October 3, 2017** – Staff presents an analysis of the use of athletic fields and sport participation. Staff identifies initial policy questions and recommendations and receives board direction.
- **November 7, 2017** – Staff identifies additional policy questions and recommendations and receives board direction.
- **November 30, 2017** – E-mail and draft policy guidelines sent to stakeholder groups for input and feedback.
- **December 16, 2017** – Staff provides recommendations for future athletic field development priorities for consideration in the Capital Improvement Plan and Comprehensive Plan.
- **December 21, 2017** – Deadline for receiving stakeholder input on policy guidelines.
- **January 16, 2018** – Board provides input on draft Athletic Field and Sport Policy Guidelines

Staff has incorporated board comments on the draft policy (see attached redline draft) and submits a final version for board consideration. Once approved, staff will begin to phase in the implementation of the policy guidelines and anticipates they will be fully implemented by the end of the 2018.

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 board approve the Athletic Field and Sport Program Policy Guidelines.

MOTION

I move to approve the Athletic Field and Sport Program Policy Guidelines.

ATTACHMENT

Athletic Field and Sport Program Policy Guidelines



Nathan Hovekamp, Chair

Page 1 of 6

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 team 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, or 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 or most 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 per year 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 per year 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. ~~To the extent feasible, the District will make fields available to accommodate these organization and uses. 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 aAssessment 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 ~~designating 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. In some cases, these organizations may provide a recreation-based program that the District would otherwise likely provide, 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). 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.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 6, 2018
SUBJECT:	Intergovernmental Agreement (IGA) with Central Oregon Irrigation District for trail undercrossing at Brookwood Blvd
STAFF RESOURCE:	Laura Underhill, Park Planner / Project Manager Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	June 6, 2017 Adopt 2018-2022 Capital Improvement Plan
ACTION PROPOSED:	Authorize the Executive Director to negotiate and execute an IGA with Central Oregon Irrigation District for Brookwood Blvd trail underpass
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

Recently, the Central Oregon Irrigation District (COID) approached the District to coordinate construction of a trail undercrossing below Brookwood Boulevard in conjunction with COID's current canal piping project. The development of a trail along this stretch of COID ditch rider road has been on the City of Bend's Transportation System Plan and District's Trails plan for years. While work remains to complete the full length of the trail, the provision of a road undercrossing addresses a safety concern, allowing for a road separate bicycle and pedestrian route rather than an at-grade street crossing.

The COID piping project is currently under construction with the expected finish anticipated by April 1, 2018. The goal of the coordination is to combine efforts for construction of the trail underpass simultaneously with the piping project. The trail undercrossing development is more efficiently done by merging efforts with COID on their current excavation under the bridge at Brookwood Boulevard. This would avoid the need for BPRD to disturb the newly constructed pipe in the future, reduce the timeline for the trail undercrossing completion and save on final cost. Recognizing the value to the public, COID and BPRD staff worked together to develop a plan to coordinate these two projects.

As proposed, BPRD would provide all construction documents to COID and transfer funding for that portion of the project directly related to the trail underpass to COID at a cost not to exceed

\$330,000. COID will complete the work and obtain all final inspections on that work. The District will work with COID to inspect all work related to the undercrossing.

An IGA is being developed that outline the roles and responsibilities of each agency as described above. Through this coordination, COID and BPRD can provide the community an improved trail underpass in an efficient and cost effective manner.

BUDGETARY IMPACT

The Current 2018-2022 CIP allocates \$135,000 of System Development Charge (SDC) funds for COID trail improvements, including the trail surfacing work and engineering for crossings currently being done. Additional funding for this opportunity can be found in the current CIP from savings in other recently completed SDC funded projects. The undercrossing would be fully funded with SDCs.

The District would transfer the actual cost of the undercrossing, not to exceed \$330,000, to the Central Oregon Irrigation District to complete the trail underpass on Brookwood Boulevard. Central Oregon Irrigation District will manage costs for construction at the time of the work per their existing contract, and Bend Park and Recreation District will reimburse for them for actual costs once the work is complete.

STAFF RECOMMENDATION

Staff recommends the Board direct the District to move forward with the project and authorize the Executive Director to finalize an IGA with Central Oregon Irrigation District for the trail underpass at Brookwood Boulevard.

MOTION

I move to direct staff to proceed with the trail undercrossing at Brookwood Boulevard and authorize the Executive Director to negotiate and finalize an IGA with Central Oregon Irrigation District for the project that includes a budget not to exceed \$330,000.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE: February 6, 2010

SUBJECT: HB 4029

STAFF RESOURCE: Don Horton, Executive Director
Ted Schoenborn, Board Member (presenter)

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None – for information only

BACKGROUND

As you are aware HB 4029 would prevent a bridge along any section of the Upper Deschutes River where the State Scenic Waterway exists. The area includes the location of the preferred bridge located on US Forest Service property.

A similar bill was introduced in the last session and was opposed by the District. Eventually this bill was amended to allow for a bridge at the proposed location, but eventually died in committee.

The new bill is different from last year's version in that it calls for Oregon State Parks to find an alternative route from Bend to Sunriver without the need for a bridge. Oregon State Parks has no interest in being the planner for the District nor do they care to plan for trails for the US Forest Service. They too were not consulted about the bill prior to its introduction.

The bill also calls for Oregon State Parks to evaluate the rules for three designated rivers per biennium and to evaluate the entire Oregon river system to suggest that additional rivers be added to the Scenic Waterway System.

Since learning of the introduction of this bill, staff and Erik Kancler have meet with many stakeholders to better understand their position. Board member Schoenborn would like to discuss with the Board what we have learned and a possible path moving forward.

BUDGETARY IMPACT

No budget impact

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

DEVELOPMENT PROJECT UPDATES February 2018

Bond Projects



Riley Ranch Nature Reserve (RRNR): Riley Ranch is now open to the public. Reviews have been positive as patrons are enjoying the new nature reserve. The contractor has completed all work with the exception of some lane striping on O.B. Riley Rd. Due to weather, this work will not be completed until this coming spring.

Non Bond Projects



Deschutes River Trail (DRT):

Putnam to Riley Ranch Nature Reserve Bridge Segment – Brooks Resources provided an easement for the trail and parking area. However, development of this segment of trail and the parking area on this property are contingent upon acquisition of a trail easement on the adjoining property with an active surface mine, which may delay the trail project for several more years.

Kirkaldy Ct. to Putnam Rd. Segment – After meetings with adjacent property owners and the Awbrey Meadows Home Owners Association (HOA) Board of Directors, the issue of the District acquiring a trail easement over the buried Tumalo Irrigation pipeline has not yet been resolved. The trail alignment is also pending acquisition of other necessary trail easements from the surface mining property.

Pacific Park to Drake Park Segment – The project is now folded into the new Drake Park DRT & Bank improvement project.

Galveston to Miller’s Landing Park Segment – The District is negotiating with the City of Bend to determine the scope of this project. Staff anticipates a modification to the intergovernmental agreement (IGA) to address additional utility work necessitated by the project. Due to the utility work that was completed over the last two years in the neighborhood, the City wanted to wait for a couple of years before beginning another project in that area. This will give both the City and BPRD time to work on a revised scope of work and amend the current IGA.

South UGB Segment – The Oregon Parks and Recreation Department (OPRD) has concluded meetings of the Upper Deschutes Advisory Group (UDAG) which was tasked with evaluating the

existing state scenic waterway conditions and rule. UDAG submitted a report to the State Parks Director who issued a decision on May 10 that stated her intention to not recommend a revisit of the rules for state scenic waterways in the Upper Deschutes River.

During the current state legislative session, a local Representative submitted an amendment to House Bill 2027 that would effectively prohibit any new bridges over the Deschutes River south of the Central Oregon Irrigation District intake. The bill died in committee in the spring of 2017.



Alpenglow Community Park: The District is currently developing the programming elements for the site and two master plan options will be presented to the public on January 25. After comments have been gathered, a single master plan will be developed and presented to the public on February 22nd. This final master plan will be presented to the Board in March 2018.



Shevlin Park: Staff recently completed the 100% design package for new interpretive, wayfinding and regulatory signs in Shevlin Park. Staff is underway designing signs for the 329 acre expansion of Shevlin Park, formerly known as the Tree Farm. The District recently won an Oregon Park and Recreation Department Local Government Grant to improve trail accessibility and replace an aging bridge over Tumalo Creek. Design work will begin this spring with construction occurring in the winter of 2019.



Hillside Park: Construction at Hillside Park is substantially complete. The park is open for use as the contractor completes the punch list.



Rockridge Park: Rockridge Park is complete. District staff is working through final improvements, installing additional amenities and supplemental plantings.



Stone Creek Park: This Park is now open to the public. The Developer is finishing up the final documents with the City of Bend on permitting, and once complete the District can accept the park, and purchase it from the Developer.



Eagle Park: Eagle Park is complete and the park is open.



Larkspur Center (Bend Senior Center): Staff has been reviewing the 100% DD documents and the cost estimate with the design team and the District’s CMGC. The team is working on value engineering to bring the project closer to budget. Staff plans to bring a final package to the Board for approval in February prior to moving forward with construction documents.



Big Sky Park Expansion: The Board approved the contract with DOWL Engineers to start the design of the improvements for the park. The design process will last through the Summer of 2018 with construction starting late Summer/Fall 2018. Staff submitted a Conditional Use Permit to the Deschutes County on January 29th. Opening of the bike park is expected in late summer of 2019.



Drake Park DRT & Bank Improvement Project: Staff is working with the Design team on funding strategies for this project with plans to bring it to the Board for approval and direction in March 2018.



Larkspur Trail (Pilot Butte Gap): This project is complete. The new trail section has created a safe route for pedestrians and cyclist traveling along the Larkspur Trail through Pilot Butte State Park.



Juniper Park: . Design work is underway for the ADA upgrades to the park space, with construction planned to begin in early fall of 2018.



Goodrich Property - Neighborhood Park (to be named): A third open house was held on January 24th where a preferred final master plan was shown to the neighborhood for their review and comment. That plan will be presented to the Board on February 20th for final approval. At that point, staff will issue an RFP to hire a design team to prepare documents to construct the park in late Fall of 2018.



Pioneer Park Restroom & Accessibility: Permits are applied for and the project is expected to

go out to bid in April. Accessibility improvements to the entry, parking area and restroom are planned to begin in September to be completed by the end of 2018.



JSFC Family Changing Room Renovation: With the Board’s recent approval of a construction contract to refurbish the existing family changing rooms at Juniper Swim and Fitness Center, construction is expected to start around the first of February. The changing rooms will be closed for use while construction is ongoing, expected through April 15, 2018.



COID Trail Surface Installation: Trail surfacing is being installed. Work to complete the surfacing and install amenities will continue through the winter and into the spring.

PLANNING PROJECT UPDATES

Bend Park and Recreation District Comprehensive Plan: Staff completed the second round of outreach, which entailed visiting with 414 people at pop-up events and gathering information from the 295 people who took the online version of the questionnaire. Staff analyzed all of the public input and geospatial data to determine the community’s needs. Staff shared these needs with the Board on December 19. Staff then confirmed evaluation criteria to help prioritize the identified needs with the Board on January 16.

River Access/Stewardship Planning: A Technical Advisory Committee (TAC) comprised of representatives from the Park, District the Upper Deschutes Watershed Council (UDWC) staff Trout Unlimited (TU), Oregon Department of Fish & Wildlife (ODFW), Oregon Parks & Recreation Department (OPRD) and the Oregon Watershed Enhancement Board (OWEB) to help staff identify and prioritize the restoration opportunities. Following the prioritization plan development, Park’s staff will identify funding for an initial project to be designed and constructed.

Stormwater Planning: The Oregon Department of Environmental Quality (DEQ) is still in process of reviewing the the District’s assessment report filed on September 13. Once review is complete, DEQ will schedule a meeting with District staff and consultants to determine next steps in the process of permitting and ongoing maintenance requirements.

Park Services Accomplishments for December 2017/January 2018

Facilities/Construction

- Extensive building controls work at JSFC and district office
- Repurposed and replaced logs around Farewell Bend Park playground
- Began fabricating and installing concrete fence rails
- New gutters installed at Park Services
- Replaced drinking fountain at Ponderosa Park
- Replaced shop heater at Park Services
- Front office remodel complete at Park Services
- In-floor heating repaired at Jeffer's House
- Hard surface and park inspections

Construction

(See Planning and Design report)

Landscape

- Continue to map, pour base anchors, dragging, and establishing edges on the skinned surfaces at Skyline Complex to get ready for spring play
- Sweeping turf areas and debris clean up in parks
- Ordering sports field supplies for start of spring season
- Cleaning up beds in all parks and applying pre-emergent to control weeds
- Renovate the chip trail at Al Moody. Removed wood chips, excavated and installed new crusher fines to complete the new trail surface
- Installed new Baseline irrigation controllers at Farewell Bend and Riverbend Parks
- Removed a failing Ponderosa Pine along the street at Drake Park

Natural Resources

- Shevlin Park Tree Farm expansion
 - Completed vegetation mowing for burn prep for Spring 2018 prescribed fire
 - Begin rerouting 'Bill's Trail' to avoid the Outback Water Treatment facility and to have a sustainable location
 - Removed hazard tree
- Resident Canada goose management involved ongoing hazing
 - Jason Scarberry is training his new puppy to haze geese
 - We welcomed three more dog/volunteer teams to our goose hazing program
- Riley Ranch Nature Reserve
 - Built and installed gate separating Sage Flats from the Jeffers House
 - Collecting and burning previously cut trees to reduce fire fuels
- Storm cleanup in Drake and Shevlin Parks after December wind event
- Began mowing and burn prep for Shevlin Park Spring 2019 prescribed fire
- Removed old and damaged fence at Shevlin Park's Fremont Meadow
- Hired formal seasonal employee Joe Mauti to a full time PM2 position. This is the 'gray area' position created primarily to address riparian areas and natural areas of otherwise developed parks.

Park Stewardship Program

- Staffed the opening weeks of Riley Ranch Nature Reserve to welcome patrons and establish the new park rules of “no bikes and no dogs”.
- Resolved encroachment issues in various parks.
- Held our monthly meeting with Bend Police to ensure we are collaborating on issues.
- Presented our unique Park Steward program with Clackamas County parks.