



Bend Metro Park & Recreation District

November 19, 2019

# Board of Directors Agenda and Reports

[www.bendparksandrec.org](http://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](http://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](mailto:sheilar@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** November 19, 2019

**SUBJECT:** Board Self -Evaluation

**STAFF RESOURCE:** Don Horton

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** None

**STRATEGIC PLAN:** NA

**Pillar:**

**Outcome:**

**Strategy:**

**BACKGROUND**

On October 29, 2019, the board of directors participated in a self-evaluation conducted by two consultants representing SDAO/SDIS, the district insurance carrier. The board was interviewed from a survey that is attached to this report and a recommendation report was created by the consultants from this survey. The evaluation was very favorable and did not expose any areas of concern that need to be addressed by the board. The recommendations report is also attached.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

NA

**MOTION**

NA

**ATTACHMENT**

Board Self-Assessment  
 Consultant's Impression and Recommendations Report



**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**BEND PARK & RECREATION DISTRICT  
October 29, 2019**

**Board: Ted Schoenborn; Nathan Hovecamp; Lauren Sprang; Ariel Méndez; Jason Kropf; Don Horton, Exec. Dir.**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				Board members feel their stewardship of the district is “good, maybe even better than good” and describe themselves as attentive, curious, open to learning. The Board is keenly aware of community pressure to provide a wide range of services but strives in good faith “to draw a line” and be accountable to constituents – “We are well-funded but with limits.”
Demonstration of good governance practices				“We cross our T’s and dot our I’s” is the Board’s description of their attention to detail and how they value thorough preparation based on “good information from staff”. Board members engage in “good debate” on issues while remaining “respectful and diplomatic”. Staff and Board members “know the rules” for email communication and conducting public meetings.

<b>Operational Compliance</b>				
Overall regulatory compliance				Board members are confident that they would be well informed by staff on any outstanding compliance issues. "We're diligent, we keep up and pay attention."
Timeliness of compliance reporting				Reporting on all regular required reports is described as "consistent and comprehensive". Board members acknowledge that while reporting is a staff responsibility, "we'd be on the line" if there were deficiencies.
Potential compliance challenges				No unusual compliance challenges are cited by the Board or staff.
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				Board members are "proud" of the budgeting process even though it is "complicated and complex". Being "flush", as some would describe the district, and thoroughly studying proposed capital improvements enable the Board to integrate budgeting with the strategic plan. The budget stands for the year with minimal transfers of funds or supplemental changes.
Soundness of financial practices				"Disciplined" aptly describes the Board's approach to financial management as they strive always to "avoid surprises" by "making a plan and following it".

<b>Customer Relations</b>				
Management of service problems				The Board is mindful of the need for balance in meeting the community's growing needs for services and is responsive when determining "which items are the really big priorities". Periodic customer surveys reflect general satisfaction with the district's services.
Improvements to customer service				Board members express a desire to be even more closely attuned to their diverse community to better understand service needs. Again, the need for balance is cited – "We're responsive but must guard against overpromising".
<b>Personnel Administration</b>				
Staff morale and work climate				Low employee turnover and "pride in the organization" are viewed by the Board as indicators of staff satisfaction with the work climate. Staff members often attend Board meetings as observers and presenters. H.R. policies are highly supportive of employee needs and the district attracts many more applicants for open positions than needed.
Management of employee performance				Annual, formal, documented performance reviews are an instilled practice at all levels throughout the organization. The executive director's review is a thorough process incorporating self-assessment, progress on goals and objectives, and individual Board member input.
Alignment of positions with work assignments				Attention is paid to position descriptions to ensure they accurately reflect work responsibilities and a pay equity review is in progress.



<b>Policies and Procedures</b>				
Soundness of administrative policies				A Board subcommittee leads the on-going effort to ensure that policies and procedures meet the highest industry standards. The Board is justifiably proud of the district's CAPRA accreditation, signifying the excellence of their work in this area.
Consistency between work practices and policies				
Efficiency of staff and work systems				

**DATE:** November 01, 2019

**TO:** Sheila Reed, Assistant to Executive Director  
Bend Park and Recreation District

**SUBJECT:** **Consultant's Impressions and Recommendations**  
Bend Park and Recreation District Board Practices Assessment  
Conducted October 29, 2019

**FROM:** Rob Mills and Bob Keefer  
SDAO Consulting Services

It was a pleasure meeting with your board members and conducting the Board Practices Assessment again for your district. Accompanying this memo is your board's **Assessment Summary**. We trust they will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". SDAO will do a 60-day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members our sincere thanks for participating in the Board Practices Assessment.

### **Impressions**

Bend Park and Recreation District's board is comprised of dedicated members who bring valuable business experience and technical expertise to their positions. They serve as a collegial, fully engaged group in conscientiously overseeing the large, exceptionally well managed organization. While board members acknowledge the district's "well-funded" status, they are keenly aware of the need to balance services provided with available resources – "We have to draw the line."

### **Recommendations**

Board members are incisive and straightforward in assessing their performance and in expressing concern about meeting community service expectations. "I want this board to be effective", as one member put it, seems to echo other references from the group to their need to "be nimble", "be responsive", "keep a critical eye" and "stay healthy as a board". In keeping with these intentions, the board would be well served by exploring more opportunities to partner with local agencies in order to meet community expectations while still maintaining the necessary balance of resources.

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	November 19, 2019
<b>SUBJECT:</b>	Integrated Pest Management
<b>STAFF RESOURCE:</b>	Mike Duarte, Landscape Manager Jeff Amaral, Natural Resources Manager Sasha Sulia, Superintendent of Park Operations
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	Be a local leader in environmental stewardship
<b>Strategy:</b>	Improve efforts to be responsible stewards of the natural environment

**BACKGROUND**

Staff will provide the board of directors an overview of the district's integrated pest management (IPM) program. The IPM plan covers the management of all types of pest found in parks, trails and facilities (see attachment 1). IPM is an extensive topic. Given the recent interest in herbicide use in parks, staff will focus this work session presentation specifically on weed management.

Staff will explain the district's tiered approach to controlling weeds. This approach includes a multitude of control strategies from initial park design, maintenance practices, to herbicide use. Staff will also explain the types of herbicides used in district's parks, the amounts, and the criteria staff considers when choosing to use herbicides over other control methods.

Lastly, staff will share information comparing the district's IMP program to other park and recreation agencies throughout the nation, including Irvine, CA, Boulder, CO, Portland, OR and Montgomery County, MD.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

None, for information only.

**MOTION**

None

**ATTACHMENT**

1. District's IPM plan

BEND PARK & RECREATION DISTRICT

# Integrated Pest Management Program

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# INTEGRATED PEST MANAGEMENT PROGRAM

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## General Information

The purpose of this document is to provide the employees and patrons of the Bend Park and Recreation District (BPRD) an overview of the philosophy guiding the use of integrated pest management strategies (IPM) and least toxic pest control methods. It will also provide specific policy-based direction used for implementing those principles.

One of the responsibilities of the Park Services Division of the BPRD is to control pests that are detrimental to the landscapes and facilities belonging to the District in a manner that is safe, environmentally responsible, and cost effective. To accomplish this, we employ the principles of Integrated Pest Management, an approach which uses multi-faceted strategies that minimize impact on the environment and human health.

BPRD's Park Services Department maintains and operates more than 3,035 acres of developed and undeveloped parkland and facilities in a safe, attractive, healthy and useful condition. These properties include 81 community, sports and neighborhood parks and open spaces along with 70 miles of trail, the Juniper Swim & Fitness Center, The Pavilion, the Bend Senior Center, District Office and Park Services. BPRD recognizes its responsibility to protect and preserve these assets and the public investment they represent to the best of our abilities. Furthermore, it also recognizes its responsibilities to its employees, user groups, and the general public and therefore employs the highest professional standards in the performance of duties.

## Integrated Pest Management

The principles of Integrated Pest Management are generally regarded as the foundation of a sound pest control program by public and private organizations nationwide. Although there are numerous definitions of IPM, the following definition is from the U.S. Environmental Protection Agency for its publication, *IPM for Turfgrass and Ornamentals*:

"IPM is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard to people, property, and the environment. The goal of IPM is to manage pests and the environment so as to balance costs, benefits, public health, and environmental quality. IPM systems use all available technical information on the pest and its interactions with the environment. Because IPM programs apply a holistic approach to pest management decision making, the process takes advantage of all appropriate pest management options, including, but not limited to pesticides. Thus, IPM is: A system using multiple methods; A decision-making process; A risk reduction system; Information intensive; Cost-effective; Site specific."

This definition does not mention the aesthetic concerns that are important in controlling quality in the maintenance of District properties. However, BPRD recognizes its responsibility to maintain the

economic investment in their properties; therefore, aesthetic concerns can be equated to economic concerns.

A few examples of the BPRD IPM Program:

- Using disease resistant and native varieties of plant materials in the design process.
- Pruning of trees and shrubs to allow for greater air circulation, thereby reducing susceptibility to disease and insect problems.
- Allowing for native areas to remain “non-irrigated” to discourage weed germination.
- Manual eradication of noxious weeds from parks, trails, and riparian areas.
- Appropriate turf care practices (mowing, fertilization, irrigation, aeration) to promote healthy vigorous turf growth and discourage broadleaf weed germination.
- Utilizing centralized irrigation controllers in all parks.
- Timely applications of EPA approved pre-emergence herbicides by state licensed applicators to inhibit weed germination and minimize regeneration.
- Mulching of planting beds to reduce establishment of weeds.
- Application of selective herbicides including pre-emergence to control invasive weeds and prevent their spread.

Key Elements of the program:

BPRD personnel responsible for landscape and facility maintenance programs shall utilize the principles of Integrated Pest Management (IPM). The controls used in this program may include manual, mechanical, cultural, biological, and synthetic methods. It’s not uncommon to use a combination of methods. Methods selected to control specific pest populations are first evaluated internally by BPRD Landscape and Natural Resources professionals on a case-by-case basis. BPRD employees carry a Public Pesticide Applicators License and receive training on current information concerning laws and safety, pest, diseases and IPM methods on a yearly basis. When pest problems occur that are unusual or beyond the scope of in-house experts, advice is obtained from other qualified sources such as state universities, state departments of agriculture, and university extension service experts. By using our expertise to monitor pest problems carefully and using all the valuable resources available to us, we can arrive at a solution that is both economically and environmentally responsible and achieve our goal of providing the public with safe and aesthetically pleasing park areas and facilities.

## Goals

The goals of the IPM program at BPRD are as follows:

1. Protect human health and the surrounding environment by employing a range of preventative strategies using the least-toxic products for pest control and eradication.
2. Inspect and monitor pest populations to enhance control strategies.
3. Minimize the quantity and toxicity of chemicals used for pest management.
4. Minimize the impact on the environment by using target specific pesticides when deemed necessary in the landscapes or buildings.



5. Establish clear criteria for acceptable circumstances when using a pesticide other than the least toxic method is necessary.
6. Provide park users with advanced notice of IPM activities involving the use of a pesticide.
7. Economic investment

## **Pesticide Use**

Pesticide is a general term for any substance used to control pests. Pests that attack park properties consist primarily of weeds, insects, disease organisms and rodents. BPRD personnel select the best methods available to control these pests. When it is necessary to use synthetic controls, BPRD will use methods that avoid or minimize risks by careful selection and application of the pesticide.

Applicators of pesticides shall consider synergistic responses, residual build-up, persistence in the soil profile and other factors mentioned later in this document. District employees are required to comply with all pesticide label directions; Federal, State, and local pesticide regulations; safety laws; and district policies.

BPRD has found that pesticides have at times provided a high degree of control, especially when used with other methods. The implementation of these carefully balanced management practices is evidence of the District's commitment to environmental sustainability as outlined in the general information section in the beginning of this document.

Best management practices attempt to eliminate waste in any program. They involve careful and competent planning, purchasing only what is needed and utilizing application practices which include only mixing the amount that is needed to complete the desired results. When waste material is generated, BPRD complies strictly with the Oregon Department of Environmental Quality and the U.S. Environmental Protection Agency regulations for disposal.

## **Laws and Regulations, Training**

Several Federal and State agencies regulate the use of pesticides. BPRD complies with all pesticide laws and regulations. BPRD allows only State Licensed Public Pesticide applicators to apply pesticides. State applicators licensing assures that a level of knowledge with current IPM practices, materials selection and landscape Best Management Practices (BMP). To obtain a Public Pesticide Applicators License, applicators must pass a series of tests given by the Oregon State Department of Agriculture. Licensed applicators are legally liable if they apply pesticides contrary to State and Federal laws and label directions. This provides additional incentive to maintain a high level of professionalism in our work force. Furthermore, BPRD Park Services Managers and Supervisors monitor staff to ensure that all licensed applicators attend the required recertification and continuing education training necessary to maintain their licenses and to stay current with any new developments pertinent to pesticide use and landscape BMP's.

## **Worker Protection Standard**

The worker protection standard is a federal regulation that was designed to protect workers (people

involved in the production of agricultural plants) and pesticide handlers (people mixing, loading or applying pesticides or tasks involving direct contact with pesticides). This standard only applies to agricultural settings and not parks. Although BPRD does not fall under this requirement, many portions of this standard are utilized in our standards and policies to ensure worker safety.

## **Safety**

Bend Park and Recreation District has made a commitment in recruiting and maintaining a high level of expertise within our Park Services staff. This is evident in our excellent safety record with respect to the use of chemical pesticides and through the training of staff in the safe and effective methods of applying and handling pesticides along with our commitment to using products that provide the most control and least toxicity.

## **Standards and Procedures**

### **Approved Pest Control Strategies**

The following is a list of possible control strategies among the many available to help control pests in our parks. Prevention through IMP Standard creation, planning and design and plant selection is the first priority. The second priority is control through cultural and mechanical control. The application of biological, natural or synthetic controls is to be considered last.

## **Prevention**

### **Prevention Through IPM Standards**

- Consider acceptance of natural settings and appearances. Where deemed appropriate, a park landscape can be left alone or can receive varying standard of care. This can serve as a dual purpose of reducing or eliminating pest control measures as well as reducing maintenance costs.
- Prioritization of parks for control measures. Determine which parks require what type of pest control and at what level. (For Example, “undeveloped” properties such as an Areas of Special Interest (ASI), natural spaces and open space may require only manual efforts for noxious weed control, whereas fully developed parks may require a more comprehensive control measures.)
- Establishment of thresholds for action levels of tolerances for different pests. Thresholds can vary according to plant, pest and site. Determining if an action threshold has been met will be made on a case-by-case basis or as described
- Establishment of “pesticide free zones” in a park or natural space. The designation would include the possible use of alternative chemical or non-chemical pest control practices to maintain a space. I.e. off leash areas, adjacent to playgrounds and in chipped fall surface areas or adjacent to a community garden.

## **Prevention Through Design and Plant Selection**

- Use of native, disease and/or pest resistant plant materials in park landscapes.
- Eliminate or modify problematic areas.
- Use proper spacing with plant material at the time of installation to reduce insect and disease problems.
- Commit to high species diversity and eliminate monocultures in plantings.
- Elimination of alternate hosts for diseases.

## **Prevention Through IPM Practices and Non- Chemical control**

### **Cultural Practices**

- Obtain knowledge of culture of genus and species to provide healthiest possible growth conditions.
- Make adequate site preparations before plant installation, investigate soil, drainage and slope/grade issues including water needs.
- Proper timing, amount and use of fertilizers. Consider the effects of over and under fertilization to target plant material and surface run-off to groundwater must be considered.
- Utilize soil testing prior to installation of plant material and to determine a management plan once established.
- Proper irrigation practices including scheduling, repairs and renovations of outdated systems to prevent drought or flood stress promoting plant health.
- Scheduled mowing of fine turf areas to promote growth and vigor.
- Aeration, over seeding and topdressing of turf areas to assist with water and air exchange while combating wear, compaction and broadleaf weed pressure.
- Raking and debris removal in beds or turf to eliminate insect hibernation or breeding areas and to remove possible contaminants.
- Mulching of beds and tree wells for weed reduction, water retention and winter protection.

### **Mechanical Controls**

- Remove dead, damaged or diseased wood from trees and plant material.
- Prune or remove plant material when needed to promote air circulation and light penetration reducing the potential for mildew fungi to grow.
- Mechanical edging of turf.
- Hand weeding of specific weeds in shrub beds, tree wells or natural areas.
- Removal of spent flowers or sucker growth on trees, shrubs and perennial plant material.
- Mowing of rough areas for vegetation control.
- String trimming to control unwanted vegetation.

### **Non-Chemical Controls**

- Use traps where practical for insects, rodents and mammals.
- Introduce approved biological controls such as predatory insects, nematodes or microbial products into the target area.

## **Prevention Through Chemical Controls**

### **Naturally Derived or Synthetic Chemical Controls**

- Pheromone traps.
- Insecticidal soaps.
- Botanically and bacterially derived pesticides.
- Artificially synthesized pesticides.

### **Criteria for Choosing a Synthetic Pest Control Method**

The following criteria shall be used as guidelines for evaluating what methodology and or synthetic pesticide should be selected to gain control over a specific pest. All personnel responsible for pest control should consider all of these and any other factors that are relevant to the selection of a pesticide. Pesticides shall be chosen from the list of approved pesticides in Appendix 1.

### **Possible Health Effects and Toxicity**

Both acute and chronic to the:

- Applicator
- Public
- Target pest
- Beneficial and non-target plants and organisms
- Surrounding environments

### **Costs**

Both long and short term as it relates to:

- Material costs
- Application costs
- Length of control
- Environmental costs
- Cost of not doing anything and not using synthetic pest control.

### **Physical Characteristics of the Product**

- Persistence in the environment
- Ability to be tank mixed with other chemicals
- Volatility at different temperatures
- Leachability, surface and soil bonding qualities.
- Flammability
- Ease of cleanup of equipment.

### **Special Considerations**

The following should be considered for each situation:

- The kind of use an area may receive. Who may be entering the area and what type of activities will be taking place?
- What is the “re-entry interval” for the product being selected?
- What is the method of delivery and what type of equipment is needed to complete the job efficiently?
- Current and anticipated weather conditions.
- Site conditions including soil, slope, grade, drainage patterns, irrigation and adjacent to water ways.
- Previous pesticide applications to the site, intervals in between and the cumulative effects of repeat applications.
- Development of pest resistance to particular control methods, and the proper rotation of the methods to minimize risk of resistance.
- Positive and negative effects of combining pesticides.

## **Noxious Weeds**

Noxious weeds are plants that are designated as among those representing the greatest public menace and are a top priority for action by weed control programs, as defined by the Oregon Department of Agriculture’s Noxious Weed Control Program. Noxious weeds are injurious to public health, agriculture, recreation, wildlife, or property; and impact and displace desirable vegetation and wildlife habitat. Noxious weed control is a priority of BPRD not only because of the detrimental impacts, but also due to regulations mandating noxious weed management. There are a number of regulations that address noxious weeds specifically. These create a legal obligation for BPRD to manage noxious weeds. Regulations exist at multiple levels.

### **Oregon Revised Statute 569.180**

“In recognition of the imminent and continuous threat to natural resources, watershed health, livestock, wildlife, land and agricultural products of this state, and in recognition of the widespread infestations and potential infestations of noxious weeds throughout this state, noxious weeds are declared to be a public nuisance and shall be detected, controlled and, where feasible, eradicated on all lands in this state. It is declared to be the policy of this state that priority shall be given first to the prevention of new infestations of noxious weeds and then to the control and, where feasible, eradication of noxious weeds in infested areas.”

### **Deschutes County Ordinance No. 2014-002**

“Every Owner or Occupant of land shall use integrated vegetation management practices to destroy or prevent the reproducing by any manner or spreading on the Owner's land or land occupied by Occupant of any Weed classified as a Noxious Weed by the Board using the most efficient and practical means available.”

### **City of Bend Chapter 13.30.010**

“No person shall allow the growth of noxious vegetation on the property they own within the Bend City limits.”

Deschutes County maintains a list of noxious weed species and designates them as “A”, “B” or “C”, with A being the highest priority. This list is included in Appendix 5. Noxious weeds are addressed more aggressively than other weeds due to their invasive nature and potential negative impacts. Pesticide

products with all signal words will be considered for use. This will allow multiple options to be available when determining the best approach for addressing noxious weeds.

### **Waterways Pest Management**

Bend Park and Recreation Department recognizes the importance of the rivers, streams, ponds, and wetlands that fall under our management. The sensitive nature of such habitats, their plant and animal communities, and their direct link with other waterways require additional considerations to ensure their health.

As in the rest of the Pest Management Program, Integrated Pest Management principles will be employed in all landscape management decision-making. Management of unwanted vegetation, diseases, and pests will follow the IPM decision-making rationale.

- Proper planning and management decisions begin the IPM process.
- Cultural methods of vegetation and pest control are preferred and will be employed next.
- Mechanical means of vegetation and pest control are next in line of preference, and will be utilized where feasible.
- Biological methods of vegetation and pest control are to be considered before chemical means, where they are feasible.
- Botanical and synthetic pesticides will be used only when no other feasible methods exist.
- Products used near waterways have been approved for aquatic use.
- Product labels will be followed.

## Definitions

**Action level:** The point at which control measures are necessary to prevent a pest population from exceeding the threshold.

**Acute:** Refers to exposure of a single or limited dose of a pesticide.

**Adjuvant:** A substance other than water which is not in itself a pesticide but which enhances or is intended to enhance the effectiveness of the pesticide with which it is used. Adjuvants for use with agricultural pesticides have been categorized as extenders, wetting agents, sticking agents and fogging agents.

**Biological Control:** Control of pests by disrupting their ecological status, as through the use of organisms that are natural predators, parasites, or pathogens.

**Bioswale:** Vegetated landscape feature designed to remove silt and pollution from surface runoff water. Often found next to parking lots or buildings to collect rainwater from adjacent impervious surfaces.

**Buffer Zone:** An upland or wetland area immediately adjacent to or surrounding a wetland or other water that is set aside to protect the wetland or other waters from conflicting adjacent land uses and to support ecological functions. (from Oregon Department of State Lands, Division 85, OAR 141-085-0510).

**Carbamate:** Any of a variety of organic compounds that are derivatives of carbamic acid and exert an anticholinesterase action on the nervous system similar to organophosphates. Often used in insecticides.

**Chronic:** Refers to exposure to small, repeated doses of a pesticide over time.

**Emergent (weeds or plants):** Growing above the surface of a water body. Does not include floating plants.

**Handler (of pesticides):** As regards this policy, a handler is anyone who uses pesticides as part of their job.

**Invasive (organisms):** Tending to spread into an area without natural controls.

**Inversion (temperature):** The weather condition where the temperature at ground level is lower than that of the air above. Often characterized by fog or formation of a layer of smoke as it rises.

**Non-native:** Not indigenous to an area. This usually applies to organisms that are of foreign origin. Also known as exotic.

**Noxious (in reference to weeds):** Highly likely, or previously shown to be, invasive. Such plants often show characteristics such as high annual seed production, high germination rate of seeds, and both vegetative and sexual reproduction. These plants are often nonnative and typically have no natural enemies in local ecosystems to keep them in check.

Ordinary High Water Line (OHWL): The line on the bank or shore to which the high water ordinarily rises annually in season. The OHWL excludes exceptionally high water levels caused by large flood events (e.g., 100 year events). (from Oregon Department of State Lands, Division 85, OAR 141-085-0510).

Organophosphate: Any of a variety of organic compounds that contain phosphorus and often have intense neurotoxic activity. Often used in insecticides.

Pest: A general term for any plant, animal, or disease that adversely affects other plants, animals, landscaped areas, or natural areas.

Pesticide: A general term for any substance used to control pests. This includes natural and synthetic substances, as well as organisms (biological controls) used to control a pest.

The following products are not pesticides:

1. Deodorizers, bleaching agents, disinfectants and substances for which no pesticidal claim is made in the sales or distribution thereof, and
2. Fertilizers and plant nutrients.

Pesticide Storage Container: A container for storage of pesticides that meets both OSHA and National Fire Protection Association, Code 30, specifications.

Rinsate: Rinse water or dilute pesticide from cleaning pesticide equipment.

Solution: A mixture made by dissolving a solid, liquid, or gas in a liquid. The mixture will not separate or settle out in normal use.

Submerged (weeds or plants): Not growing above the surface of a water body. Includes floating plants (even if they are not rooted in soils).

Surfactant: Surface Acting Agent - Material that can greatly reduce the surface tension of water when used in very low concentrations. Soap is a simple surfactant. Pesticide surfactants are nonionic (do not ionize, but will have a slight electrostatic charge due to the polarity of dissimilar atoms in the molecule), anionic (ionized, have a strong negative charge), or cationic (ionized, have a strong positive charge).

Threshold: The level of pest presence above which unacceptable amounts of danger or injury are likely to occur.

Weed: Any plant that interferes with current management of the land or where it is not wanted.



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## BPRD Standards

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1. **Licensing and Continuing Education Training**  
Defines the education and licensing requirements by the Oregon Department of Agriculture for all BPRD personnel who buy, handle and apply pesticides for the district.
2. **Control Methods for Pest Problems**  
Establishes IPM methods and Approved Pest Control Strategies.
3. **Use of Protective Clothing and Equipment**  
Outlines the requirements for protective equipment and clothing for parks employees handling or applying pesticides.
4. **Purchasing and Storage of Pesticides**  
Defines the methods for purchasing and storing pesticides.
5. **Pesticides Approved for Use In Parks**  
Describes the approval process for pesticides used in parks.
6. **Notification of Pesticide Use at the Site**  
Outlines the on-site notification procedures that are to be used prior, during and after an application has taken place.
7. **Pesticide Application on BPRD Managed Property**  
This standard establishes procedures for applications for all pesticide materials being applied by BPRD personnel.
8. **Pesticide Application Record Keeping**  
Defines record keeping standards for applications on park property.
9. **Use of Remaining Pesticide Solutions and Rinses**  
Describes how pesticides and rinsates are to be handled.
10. **Disposal of Empty Pesticide Containers, Unusable Pesticides and Equipment**  
Describes how empty pesticide containers, unusable pesticides and equipment are to be handled.
11. **Emergency Information Concerning Accidental Pesticide Exposure**  
Defines the procedure's that will be followed in responding to inquiries from employees and the public in regards to pesticide exposure.
12. **Rodent Control**  
Describes methods and limitations of rodent control by parks personnel.

**13. Pesticide Applications by Non-BPRD Employees**

Describes the framework, licensing requirements and notification requirements when an outside contractor is used for a pesticide application.

**14. Pesticide Spill Response**

This policy outlines the responsibility, training, reporting and cleanup methods involved if a materials spill takes place on district owned property.

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**Standard 1****Licensing and Continuing Education Training**

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**PURPOSE**

This standard defines the education and licensing requirements by the Oregon Department of Agriculture for all BPRD personnel who buy, handle and apply pesticides for the district. It is BPRD's desire to maintain the highest standards of professional conduct and will continue to equal or exceed the minimum requirements of the State of Oregon.

**STANDARD**

All BPRD personnel handling or applying pesticides shall hold a Public Pesticide Applicators License issued by the Oregon Department of Agriculture. This license requires an exam in Laws & Safety and at least one category exam in the following:

- Ornamental & Turf
- Agriculture
- Right-of-way

Oregon State law requires that in order to maintain your license a Public Pesticide applicator must:

- Accumulate a total of 40 credit hours during the five year certification period.
- No more than 15 credit hours may be accumulated in any calendar year.

All BPRD license holders are required to participate in these trainings to enhance and maintain their knowledge and expertise in pest management. Ultimate responsibility for maintaining a valid license lies with the applicator.

Continuing education classes are offered by a variety of sources including the Oregon State University Extension Service, community colleges, industry professional associations and other accredited sources. BPRD will keep pesticide applicators informed of, and will pay for approved supplemental education and licensing fees to meet continued certification and licensing requirements.

All BPRD applicators must be permanent status employees. Regardless of license status, no seasonal employee shall apply pesticides on park land without special approval from the Park Services Manager.

**PURPOSE**

This standard establishes IPM methods and Approved Pest Control Strategies for use in the management of BPRD park property. The following terms are used as defined.

- Threshold – The level of a pest presence above which unacceptable amounts of danger, negative impacts or injury is likely to occur.
- Action level – The point at which control measures are necessary to prevent a pest population from exceeding a threshold.

**STANDARD**

BPRD personnel responsible for park and facilities maintenance programs shall utilize the principles of Integrated Pest Management (IPM) to control pest problems. Park landscape, facilities and natural spaces will be monitored for unwanted pests and once a threshold has been met, appropriate actions will be determined. Following the methods of IPM, BPRD staff shall use the Approved Pest Control Strategies to determine the most cost effective and environmentally sensitive pest control method available. If a chemical control is selected, only licensed staff will apply the chemical selected from the approved list of pesticides located in Appendix 1 of this document. After a control measure has been made, the site will be monitored to assess the efficiency of the application and any impact of the control measure that was taken.

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**Standard 3****Use of Protective Clothing and Equipment**

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**PURPOSE**

This standard describes the requirements for the use of protective clothing and equipment by BPRD personnel when applying pesticides on park property. Specific information on protective equipment is available on the individual product label or the Safety Data Sheets (SDS)

**STANDARD**

BPRD personnel that come in contact with any pesticide shall follow all clothing and equipment use requirements listed on the specific product label, or SDS for the selected pesticide. In house training on how to interpret an SDS label along with Hazardous Communication is provided by BPRD yearly or on an as needed basis.

The required personal protective equipment (PPE) listed under the label requirement will be provided to the employee by BPRD. These mandated requirements may include respiratory protection, eye protection, coveralls along with chemically resistant boots or gloves. The applicator is responsible for the cleaning, storing, maintaining and the appropriate disposal of PPE equipment.

The label is considered the law. Any documented violation of this policy may result in disciplinary action.

**PURPOSE**

This standard defines the methods for purchasing and storing pesticides for use on park property.

**STANDARD**Purchasing pesticides or materials

Only full-time employees who are licensed applicators are authorized to purchase pesticides and materials for BPRD. Pesticides include herbicides, insecticides, fungicides, rodenticides and many other substances used to kill, harm or repel pests. In most cases BPRD only purchases pesticides in the "General Use" category. Although "General Use" pesticides may be bought over the counter without a pesticide license, BPRD still requires this level of control when purchasing materials.

Storage of Pesticides

Pesticides or pesticide containers shall be kept in secure and safe locations in accordance of existing laws. They shall be secured in a well ventilated and if possible, heated storage area. Areas of storage will be labeled "Pesticide Storage Area".

Documentation

A binder with the proper Safety Data Sheets will be kept at each facility where pesticides are stored.

Licensed applicators trained in the safe handling of pesticides will clean each storage facility on a yearly basis.

**PURPOSE**

This standard describes the approval process for pesticides used in parks. The approved list for each unit is in Appendix 1 of the IPM document. District standard requires strict adherence to all label requirements concerning the safe and effective use of pesticides.

Pesticides vary widely in their characteristics and labels for uses. Not every registered pesticide will be appropriate for use within BPRD's IPM program. BPRD experience and IPM principles have demonstrated that it is more desirable to have a broader specialized selection of products that target specific pests, rather than a small number of general use pesticides. This narrows the effects of control to the target pest only. It may also aide in the reduction of the number of resistant pests that can arise from continued use of a small number of general use controls. It can also lead to an overall reduction of pesticide usage required to maintain parks and open spaces.

IPM program needs for various pesticides can change as new pest challenges arise. Availability of products can change, active ingredients may be discontinued and label uses are updated added or removed. Knowledge about a particular pesticide may change over time and could influence their suitability for use with the IPM program. For these reasons, approved lists need to be flexible to allow for additions or removal from the program.

**STANDARD**

BPRD shall maintain a list of pesticides approved for use by district personnel on park property stated in Appendix 1 of the IPM document. This list will be used when choosing the proper pesticide when an application is deemed necessary. The most appropriate, cost effective and least toxic pesticide from the list shall be used. The list should be reviewed on a yearly basis to insure that they are kept current. Requests by staff to add or delete a pesticide will be reviewed by the Departments manager to ensure that the product meets the following criteria:

1. Is registered by the Environmental Protection Agency.
2. EPA Level III "Caution" or Level II "Warning" or Level 1 "Danger"
3. Is labeled for use in parks, trails, natural spaces or right-of- way.
4. Meets the criteria of the districts IPM program including the Criteria for Choosing a Synthetic Pest Control Method.

Once approved, the pesticide can be added to the list and the pesticide is authorized for purchase by licensed district employees.

Use of pesticides for unauthorized or illegal applications by BPRD staff will be caused for disciplinary action. The districts IPM policy expects adherence to all pesticide label requirements concerning safe, legal and effective use of pesticides.

**PURPOSE**

This standard outlines the on-site notification procedures that are to be used prior, during and after an application has taken place. BPRD understands that park users may want to be informed of a specific pesticide treatment. Label requirements for pesticide applications may also mandate that entry into a treated area be avoided for a specific interval. If no mention of re-entry is made on the label, then the general rule is to wait until the liquid pesticide is dry and any dust has settled from a dry application before removal of notification and re-entry into an application site is allowed.

**STANDARD**

It is the standard procedure of BPRD to notify the public that a pesticide application has taken place on a site through the use of a sign, such as, "Notice THIS AREA HAS BEEN TREATED". An example of this sign is provided in Appendix 4. These signs are posted in clearly visible locations, at park entries, trail heads and / or any other application site. Signs will be placed a maximum of 200 feet between each sign. The intent of the sign placements is so that park users will encounter them before they enter a treated area.

Re-entry specifications are listed if required by label. Signs will be removed after the re-entry specification has been met. This is usually after the liquid is dry and the dust has settled from a dry granular application unless otherwise noted.



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**Standard 7****Pesticide Application on BPRD Managed Property**

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**PURPOSE**

This standard establishes procedures for pesticide applications in a safe and legal manner by district employees on BPRD managed property. All registered pesticides are accompanied by a legal label specific to each product that defines the legal use. Pesticides must be applied according to these label directions. These directions include safety measures, mixing, diluting, storage, disposal and restrictions on re-entry into a treated site.

**STANDARD**

It is the standard procedure of BPRD for their employees to apply pesticides in a safe and legal manner on BPRD managed property and adhere to all the requirements for the safe and efficient use of pesticides.

The following criteria shall be met when applying pesticides. Some of these requirements are addressed further in other standard procedures.

- BPRD applicators must be licensed with the State of Oregon.
- The label is the law.
- Personal protective Equipment shall be used wherever indicated by the product label and it will be maintained in a workable and safe manner.
- Spray equipment shall be maintained in a safe and useful condition. Where applicable, spray equipment shall be calibrated regularly.
- Use the Criteria for Choosing a Synthetic Pest Control Method.
- Pesticides shall be chosen from the approved lists as provided for the appropriate work units.
- Pesticides shall be applied only when appropriate weather conditions exist.
- Notification signs shall be posted in areas where pesticides are applied and removed once label re-entry requirements have been met.
- All applications shall be documented on the approved application forms. An example is in Appendix 3.

**PROCEDURES**

1. Skilled staff will determine the threshold and action level for a specific pest problem.
2. Control strategies in the field are decided on by a licensed Park Maintenance 2 employee, Supervisor or Manager. The "Approved Pest Control Strategies" shall be used as a guide for decision making.
3. Special situations may require expertise outside BPRD such as a University Extension Program, Pest control advisor or manufacturer representative.

**If pesticides are to be used:**

1. Choose the pesticide using the Criteria for “Choosing a Synthetic Pest Control Method” and from the “Approved Pesticide List” (Appendix 1).
2. Check and calibrate application equipment.
3. Check weather conditions, including wind, rain, humidity and temperature. Applications should only be made in calm weather to prevent drift.
4. Post “Notice Signs”
5. Apply material according to the label and in accordance with state and federal regulations.
6. Record applications on use report.
7. Remove signs after re-entry requirements have been met.
8. Evaluate the results of control measures.

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**Standard 8****Pesticide Application Record Keeping**

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**PURPOSE**

This standard outlines the methods for record keeping related to pesticide applications by BPRD employees. The State of Oregon requires that written application records be kept. The law requires that licensed applicators record the details of pesticide applications and keep these records for no less than three years. These records must be stored in a central location and be available for review.

**STANDARD**

It is the standard of BPRD to record and keep records of all applications performed by BPRD employees. A master file of copies of these records shall be kept at the Park Services Complex and overseen by each departments Park Services Manager. Each operating unit shall keep records of applications made by their own personnel. These records shall be maintained for no less than three years. A sample pesticide use report can be found in Appendix 3.

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**Standard 9****Use of Remaining Pesticides Solutions and Rinses**

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**PURPOSE**

This standard outlines methods for use of remaining pesticide solutions and rinses in a legal and safe manner. Applicable laws require that all pesticide solutions and rinses be applied to target areas according to label directions. These solutions and rinses may also be disposed of at an authorized pesticide disposal site.

**STANDARD**

It is the standard of BPRD to conduct our pesticide operations so that disposal of material is not necessary. Pesticide solutions and rinses are applied according to the label and to legal target areas so there are no remaining pesticides. This shall be accomplished by accurately gauging the amount of pesticide needed for the job. BPRD promotes the use of advance planning to minimize the number of times it is necessary to switch pesticides in spray equipment. In order to reduce the amount of excess rinsate, it is the policy of BPRD to rinse equipment only at the end of the spray cycle or when changing to pesticides that are incompatible with those in the tank.

**PROCEDURES**

Following are some considerations to make before starting to spray to ensure the proper amount of pesticide is mixed.

Advance considerations:

- Weather conditions and predictions.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, etc.
- Type and size of the equipment appropriate to do the job.
- Mix only enough product to perform the job.

Rinse the sprayer if the following conditions apply:

- It is necessary to use a pesticide incompatible with that previously used.
- It is the end of a spraying cycle.

Use the following rinse process:

1. Read the pesticide label. The following should not conflict with label information or state or federal regulations. Contact your supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label or on the Safety Data Sheets when handling pesticides, pesticide containers or pesticide equipment.

3. Fill the spray equipment approximately  $\frac{1}{4}$  full with clean water. Add a neutralizing agent if the pesticide label recommends one. Shake or agitate so that all inside surfaces are washed. If possible use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all label regulations.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not "pond" or saturate the soil.
5. If the tank is to be stored, repeat steps 3 and 4 above, without a neutralizing agent.

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## **Standard 10 Disposal of Empty Pesticides Containers, Unusable Pesticides and Equipment**

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### **PURPOSE**

BPRD considers proper disposal of pesticides and pesticide containers to be of the utmost importance to the safety and well-being of employees and the public.

Several governmental agencies regulate pesticide disposal. No one agency has comprehensive authority. Agencies involved may include, but are not limited to, the Oregon State Department of Agriculture, Oregon Department of Environmental Quality, U.S. Environmental Protection Agency, and state and federal Occupational Safety and Health Administration (OSHA) programs.

### **STANDARD**

BPRD shall dispose of pesticides and empty pesticide containers in accordance with all State and Federal regulations and label recommendations. The disposal of these materials requires care in handling and use of all necessary protective equipment.

### **PROCEDURES**

Read the pesticide label. The following steps should not conflict with label information or State and Federal regulations. Contact your supervisor if you see a conflict or have questions.

Wear protective clothing when handling pesticides or pesticide containers, as listed on the label or on the Safety Data Sheets.

Non-rigid containers including bags and sacks:

1. Pesticide material must be emptied into application equipment to the extent made possible by physical agitation of the container.
2. Visually verify that residues have been removed.
3. Roll up the container when empty.
4. Dispose as per label.

Rigid containers such as plastic or metal:

1. Pesticide material must be emptied into application equipment to the extent possible by pouring, then visually verifying that the residues have been removed.

2. The container must be at least triple-rinsed with clean water until clean, with the contaminated rinse water being poured into the spray equipment. Empty the pesticide and all rinses into the sprayer before the full amount of diluting water is added to the spray equipment. After the container is clean, it shall be punctured and crushed.
3. Dispose as per label.

#### STORAGE OF EMPTY PESTICIDE CONTAINERS

1. Containers must be labeled (“Needs Rinsing”) and stored in a locked cabinet until they can be rinsed and disposed of per the label.
2. Special containers needing special handling must be delivered, deposited, and recorded by a licensed applicator in the waste storage container located in the Pesticide Storage Container. Drop material into the appropriate waste storage box.
3. Record the date, name of the pesticide, quantity, size of the container, and the applicator signature. These records shall be maintained at the site and copies forwarded to the Park Maintenance Coordinator on a twice-yearly basis.

#### DISPOSAL OF UNUSABLE PESTICIDES

Unusable pesticides are ones that: 1) are damaged through vaporization, freezing, infiltration of moisture to containers, or photo decomposition; 2) have exceeded their shelf life; 3) have visually changed their composition or structure in some manner; or (4) have totally or partially suspended registrations.

1. The Safety Coordinator should be informed of the plans in advance to dispose of pesticides.
2. The person disposing of pesticides should keep a record of distribution on file for three years stored with the other spray records.
3. If the pesticide has reduce effectiveness for example, due to the long storage, moisture or freeze damage, follow the recommendations of the dealer, manufacturer, or licensed consultant and use procedures in this policy as they apply.

One option could be to apply the material realizing that full control may not achievable using the damaged pesticide. If this option cannot be followed legally, follow recommendations of the dealer or manufacturer or licensed consultant. It is not legal to transfer damaged or altered pesticides to another party for use. It may be necessary to arrange for disposal of the pesticide in a manner recommended by D.E.Q.

Disposal of Pesticides with Totally or Partially Suspended Registrations, which are rendered legally unusable by BPRD.

1. Keep up-to-date on the industry news and use up materials before they are legally banned if possible.

2. Follow recommendation of the manufacturer or dealer in finding a legal user for the pesticide.
3. If the pesticide is unopened and/or still retains its integrity, it may be possible to transfer the pesticide to a legally registered bureau, agency, or group for use.
4. Dispose of the pesticide in a manner recommended by D.E.Q



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## **Standard 11 Emergency Information Concerning Accidental Pesticide Exposure**

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### **PURPOSE**

This standard defines BPRD's response to inquiries by employees and the general public concerning adverse health effects as a result of accidental exposure to pesticides. Due to public concerns, handling of inquiries needs to be professional, calm, and prompt. BPRD does not have toxicological or other medical expertise on staff. This expertise is however, readily available in the community. Therefore, these concerns will be referred to the medical community.

### **STANDARD**

BPRD will keep employees who apply pesticides informed of proper procedures to be taken in case of pesticide exposure. Anyone inquiring about pesticide exposure will be referred to his or her personal physician, the Oregon Poison Center (OPC), or the Pesticide and Analytical Response Center (PARC).

Safety Data Sheet information is available to all personnel for their own use. This information includes symptoms produced by the product and procedures for handling overexposure to individual pesticides. If symptoms of illness occur during or shortly after applying pesticides, call OPC or get the patient to medical attention immediately.

Non-emergency questions received by BPRD shall be referred to the Park Services Manager or Supervisor, who will refer the questioner to the appropriate individuals or sources for more information.

### **PROCEDURES**

Use planning to avoid emergencies and to expedite aid should an accident occur.

- Research symptoms and problems of each pesticide to be used on the Safety Data Sheets.
- Use all safety procedures and protective gear as recommended on the label or in the Safety Data Safety Sheets.
- Have a copy of the appropriate label available while applying or transporting pesticides, both concentrated and diluted.

In case of a medical emergency related to suspected pesticide exposure:

- Handle any emergency situation as per First Aid instructions.
- Call for emergency assistance if necessary.
- Refer to Oregon Poison Center.
- Take a label for reference for medical personnel if it is necessary to leave the site.
- Inform your supervisor as soon as possible.

- Inform the Park Services Manager as soon as possible.

In response to a non-emergency inquiry:

- Respond to simple direct questions.
- Refer detailed or technical questions to the Park Services Manager.
- Inform your supervisor.

**PURPOSE**

This standard outlines procedures for rodent control measures on BPRD managed property. Major pests include rats, woodrats, mice, voles and gophers. The control of rats is considered a vector problem due to the fact they can carry disease to humans. Gophers and voles are a turf problem.

Mechanical controls used to control mammalian pests can be harmful to small children and pets who might be exploring holes or otherwise accessing baited areas.

**STANDARD**

Control of rats and mice is desired because they are vectors for disease. No license is required for mechanical control of rats and mice. If necessary, chemical control can be contracted out to private pest control professionals.

Control of gophers and voles can be done by park employees or hired out to pest control contractor. Care should be used to assure that set traps or baits are hidden from view and are not a safety hazard to park visitors. Any need for chemical controls can be referred to vector control and arranged through the Park Services Supervisor or Manager.

**PURPOSE**

Pesticide applications that are carried out by personnel other than BPRD employees, such as those done by private contractors, must undergo a preliminary approval process before the work begins.

**STANDARD**

Contractors that are hired by BPRD to perform pesticide applications shall provide both commercial operator and all applicator license numbers. They must identify and describe fully the materials chosen from the approved product list, proposed methods of application, equipment employed, the purpose of the application, and supply the appropriate labels and SDS information. They must also follow all BPRD notification procedures that will be used.

Furthermore, they must satisfy all of the additional BPRD contractual language pertaining to pesticide applications. This may include safety precautions, liability issues and responsibilities. These issues are dealt with in the contract language agreed to before the project has begun by both the district and the contractor.

**PROCEDURE**

After receiving the contractor proposal, the Park Services Manager shall review the proposal and approve or deny the request based on the principles of this policy. The same criteria for determining the best method of pest control for BPRD applications shall be applied to the evaluation of contractor proposals. IPM techniques and methodology shall be required and employed.

**PURPOSE**

This standard outlines the responsibilities, training, reporting and cleanup methods involved if a materials spill takes place on district owned property.

**STANDARD****DESCRIPTION AND TRAINING**

All employees who work with pesticides will have spill response training. Employees are trained to assess the risk of the spill, protect themselves, stop/confine the spill and clean up. This training is in addition to training received during pesticide applicators license training.

The Safety Coordinator and / or Park Services Manager will be responsible for notifying regulatory agencies, documenting incidents, ensuring that the cleanup is complete, and for making arrangements for the disposal of hazardous waste.

**SPILL PREVENTION**

BPRD personnel will employ a variety of practices to reduce the potential of a pesticide spill. These will include the following:

**Purchasing**

When procuring chemicals, a factor in determining which chemical formulation to purchase will be the ease with which it can be cleaned up in the event of a spill. Types of packaging and formulations that may help to prevent a spill from occurring will be factors as well. Characteristics of the pesticide, such as toxicity and reactivity that may affect the seriousness of a spill, will also be considered.

**Preparation**

Planning, training of personnel, and acquisition and maintenance of equipment and supplies will be done to reduce the risk of a spill occurring, and to minimize damage, should one occur. For example, regular preventive maintenance will be done on sprayers, replacing hoses and valves before they wear out.

**Work Practices**

District personnel will use practices to minimize the potential for a spill to occur and to ease clean up should one occur. For example, pesticides should be placed in a leak proof container (including backpack

sprayers and measuring tip-n-pour bottles) while being transported.

**BPRD Approved Pesticide List**

BPRD recognizes that pesticide information and best management practices change as research and information becomes available. The approved list provides recommendations based on reliable and accurate information from subject matter experts. Part of a good IPM approach allows for the choice of ideal materials for a specific need and for managing pest resistance with rotations of different products rather than using a “one material fits all” approach.

Its important to understand that pesticide applications are used after many other IPM strategies have been tried or considered. The majority of BPRD pest management practices utilized while maintaining parks never involve pesticides. Furthermore, great deal of our park acreage never receive any type of pesticide applications. IPM strategies that BPRD employs include prevention of pests through policy and park design, and control of pests through cultural practices, biological controls and mechanical methods.

All pesticides available for use within parks must be placed on an approved list. Pesticides not appearing on the following lists are not to be used within the boundaries of BPRD owned property.

**HERBICIDES**

Herbicides used for the control of pre-emergent weeds.

Name	Active Ingredient	Primary Use
Dimension	Dithiopyr (0.25%)	Used in shrub beds, cracks, tree wells and fence lines. Can be mixed with a non-selective herbicide.
Pendulum	Pendimethalin: N-(ethylpropyl)-3,4-dimethyl-2,6-dinitrobenenamine	Used in shrub beds, cracks, tree wells and fence lines. Can be mixed with a non-selective herbicide.
Surflan AS	Oryzalin	Used in shrub beds, cracks, tree wells and fence lines. Can be mixed with a non-selective herbicide.

Non-selective herbicide for the control of post-emergent weeds.

Round Up Quick Pro	Glyphosate	Primary post vegetation control used with other methods in shrub beds, tree wells, fence lines and other park areas to control invasive weeds.
Round Up Pro Aquatic	Glyphosate	Primary post vegetation control used with other methods along the borders adjacent to waterways.

Selective herbicide for the control of post emergent broadleaf weeds.

Speed Zone	2,4-D (ester)+mecoprop-p acid+dicamba acid+ carfentrazone-ethyl	Used for spot treatment broadleaf weed control in turf areas.
Vastlan	Triclopyr choline	Used for woody plant species and annual broadleaf and noxious weed control.

Surfactants

Preference	Alkyphenol ethoxylate, sodium salts of soya, fatty acids, isopropyl alcohol	Nonionic surfactant and antifoaming agent used in tank mixing
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**Emergency Phone Numbers**

Fire, Ambulance, HAZMAT	911
Oregon Poison Center	1-800-222-1222
Pesticide Analytic & Response Center	503-731-4025
Oregon Department of Agriculture	503-986-4550
Department of Environmental Quality (DEQ)	541 388-6146
Environmental Protection Agency	1-800-424-4372
Oregon Department of Fish & Wildlife	541-447-5111
Park Services	541-388-5435



**EXAMPLE**



Deschutes County Weed Policy and Classification System

"Noxious Weed" means any weed designated by the Deschutes County Board of County Commissioners ("Board") that is injurious to public health, agriculture, recreation, wildlife, or any public or private property; any weed that impacts and displaces desirable vegetation, such as Threatened and Endangered plant species, wildlife habitat, and livestock.

It is acknowledged that certain noxious weeds have become so thoroughly established and are spreading so rapidly on private, state, county, and federally owned lands that they may have been declared by Oregon Revised Statute 569.350 to be a menace to public welfare. Steps leading to eradication where possible, and intensive control are necessary. It is further recognized that the responsibility for such eradication and intensive control rests not only on the private landowner and operator, but also the county, state and federal government.

Noxious Weed Control Rating System

Noxious Weeds, for the purpose of this system, shall be designated "A", "B" or "C"

1. An "A" designated weed is the highest priority noxious weed designated by the Board. The Weed Control District will comply with a state wide management plan and/or implement a county wide plan for intensive control and monitoring. An "A" rated weed may also be a weed of known economic or ecological importance which occurs in small enough infestations to make eradication or containment possible; or one that is not known to occur here, but its presence in neighboring counties make future occurrence here seem imminent.

Action: Infestations are subject to intensive eradication, containment or control when and where found.

2. A "B" designated weed is a weed that has the potential to cause economic or ecological harm to agriculture, recreation, wildlife and transportation systems. Distribution is limited in the County, region or State. Intensive control to limit or eliminate reproduction and spread will occur at the County level as resources and situations allow.

Action: Intensive containment, control and monitoring by the landowner is required.

3. A "C" designated weed is a weed that has the potential to cause economic or ecological harm to agriculture, recreation, wildlife and transportation systems. Distribution is widespread in the County, region or State; therefore, eradication is unlikely and treatment is a lower priority.

Action: Control and monitoring by the landowner is recommended.

This list is available on the web at [www.deschutes.org/weeds](http://www.deschutes.org/weeds) or by contacting the Deschutes County at 541-322-7117.

**“A” Rated Weeds:**

<u>Common Name</u>	<u>Scientific Name</u>
African Rue	<i>Peganum harmala</i>
Buffalobur +	<i>Solanum rostratum</i>
Common Houndstongue	<i>Cynoglossum officinale</i>
Dyer’s Woad **	<i>Isatis tinctoria</i>
Eurasian Milfoil +	<i>Myriophyllum spicatum</i>
False Brome	<i>Brachypodium sylvaticum</i>
Giant Cane (Giant Reed)	<i>Arundo donax</i>
Hoary Alyssum +	<i>Berteroa incana</i>
Hydrilla	<i>Hydrilla verticillata</i>
Leafy Spurge +	<i>Euphorbia esula</i>
Meadow Knapweed	<i>Centaurea nigrescens</i>
Mediterranean Sage +	<i>Salvia aethiopis</i>
Medusahead Rye +	<i>Taeniatherum caput-medusae</i>
Musk Thistle **	<i>Carduus nutans</i>
Orange Hawkweed +	<i>Hieracium aurantiacum</i>
Perennial Pepperweed +	<i>Lepidium latifolium</i>
Purple Loosestrife +	<i>Lythrum salicaria</i>
Rush Skeletonweed	<i>Chondrilla juncea</i>
Russian Knapweed +	<i>Acroptilon repens</i>
Saltcedar Tamarix +	<i>Tamarix ramosissima</i>
Scotch Thistle +	<i>Onopordum acanthium</i>
Squarrose Knapweed	<i>Centaurea virgata</i>
Sulfur Cinquefoil	<i>Potentilla recta</i>
Tansy Ragwort +	<i>Senecio jacobaea</i>
Ventenata +	<i>Ventenata dubia</i>
Water Primrose	<i>Ludwigia ssp.</i>
Whitetop; Hoary Cress +	<i>Lepidium draba</i>
Wild Carrot +	<i>Daucus carota</i>
Yellow Floating Heart +	<i>Nymphoides spp.</i>
Yellow Starthistle **	<i>Centaurea solstitialis</i>

**“B” Rated Weeds:**

<u>Common Name</u>	<u>Scientific Name</u>
Canada Thistle +	<i>Cirsium arvense</i>
Dalmation Toadflax +	<i>Linaria dalmatica</i>
Diffuse Knapweed +	<i>Centaurea diffusa</i>
Kochia +	<i>Kochia scoparia</i>
Myrtle Spurge +	<i>Euphorbia myrsinites</i>

**Common Name**

**Scientific Name**

Poison Hemlock +  
Puncturevine +  
Ribbon Grass +  
Russian Thistle +  
Scotch Broom  
Spotted Knapweed +  
Yellow Toadflax +  
Yellowflag Iris +

*Conium maculatum*  
*Tribulus terrestris*  
*Phalaris arundinacea var. picta*  
*Salsola spp.*  
*Cytisus scoparius*  
*Centaurea stoebe*  
*Linaria vulgaris*  
*Iris pseudacorus*

**“C” Rated Weeds:**

**Common Name**

**Scientific Name**

Bull Thistle +  
Bur Buttercup +  
Cheat Grass (Downy Brome) +  
Common Mullein +  
Dodder +  
Field Bindweed +  
Filaree Redstem +  
Horseweed +  
Oxeye Daisy +  
Poverty Sumpweed +  
Quackgrass +  
Reed Canary Grass +  
South American Waterweed +  
Spiny Cocklebur +  
St Johnswort +  
Sweet Clover(s) -Only on Right of Ways +  
Western Water-Hemlock / +

*Cirsium vulgare*  
*Ranunculus testiculatus*  
*Bromus tectorum*  
*Verbascum thapsus*  
*Cuscuta spp.*  
*Convolvulus arvensis*  
*Erodium cicutarium*  
*Conyza canadensis*  
*Leucanthemum vulgare*  
*Iva axillaries*  
*Agropyron repens*  
*Phalaris arundinacea*  
*Elodea densa*  
*Xanthium spinosum*  
*Hypericum perforatum*  
*Melilotus officinalis*  
*Cicuta douglasii*

+ Currently in the County

\*\*All known populations have been treated

/ Natives but Poisonous to Animals or Humans



## Board of Directors

November 5, 2019

District Office Building | 799 SW Columbia | Bend, Oregon



**4:30 p.m. EXECUTIVE SESSION** – The board met in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session was closed to all members of the public except for representatives of the news media.

### **5:30 p.m. MEETING CONVENED**

#### **BOARD PRESENT**

Ted Schoenborn, Chair  
Nathan Hovekamp, Vice Chair  
Lauren Sprang  
Jason Kropf  
Ariel Méndez

#### **STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Lindsey Lombard, Administrative Services Director  
Matt Mercer, Director of Recreation  
Sheila Reed, Executive Assistant  
Brian Hudspeth, Development Manager  
Jeff Hagler, Park Stewardship Manager  
Quinn Keever, Park Planner  
Sarah Bodo, Park Planner  
Michael Egging, Recreation Analyst  
Jason Powell, Landscape Architect  
Sasha Sulia, Superintendent of Park Operations  
Greg Brady, Sports Program Coordinator  
Rich Ekman, Sports Program Coordinator  
Russ Holliday, Sports Program Manager

#### **LEGAL**

Paul Taylor, Bryant, Lovlien & Jarvis, Attorneys at Law

#### **MEDIA**

Brenna Visser, The Bulletin  
Isaac Biehl, the Source

#### **STAFF INTRODUCTIONS**

Henry Stroud  
Joelle Elston  
Joel Lee

## WORK SESSION

1. Update on the Bend Core Area Urban Renewal Project– *Sarah Bodo and Matt Stuart, City of Bend*

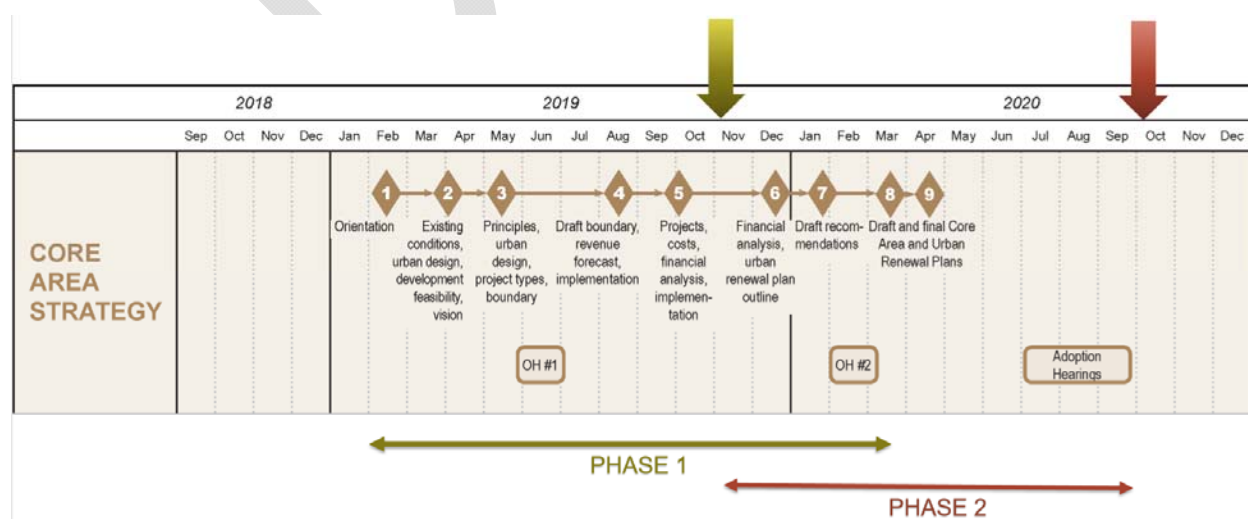
Ms. Bodo introduced Matt Stuart from the City of Bend and City Councilor, Justin Livingston. Mr. Stuart passed out a fact sheet on the urban renewal in Bend’s Core Area Project (report is an attachment to the minutes), his presentation covered the information outlined in the handout. He explained urban renewal as authorized by the Housing Act of 1949 and also by Oregon State Statute, ORS 457. Urban renewal provides financing mechanisms to implement plans to address blighting influences in designated areas and increases the tax base. He explained the type of projects that can be included and tax increment financing (TIF) as a funding source for urban renewal.

Mr. Stuart said that there are currently two urban renewal projects in Bend, Juniper Ridge and Murphy Corridor. The Bend Core Area Urban Renewal project includes the Bend Central District, East Downtown, Inner Highway 20 and KorPine.

The potential project examples for an urban renewal area include:

- Utilities or infrastructure
- Streetscapes
- Transportation
- Affordable housing
- Parks and open spaces
- Redevelopment/Development Assistance
- Acquisition
- Storefront improvement grants
- Capital improvement loans for small or startup businesses
- Historic preservation

Next, Mr. Stuart spoke about the Core Area Project schedule and process, he showed the following slide that demonstrates the timeline and spoke about the objectives of the framework, location, feasibility, code and zoning changes and suggested strategies for the recommendations that will be provided to the Bend Urban Renewal Agency (BURA).





The guiding principles for the project are as follows:

- Create a place where you can live, work and play.
- This area connects East and West Bend.
- This is a walkable area with a balanced transportation system.
- Affordability is preserved.
- This plan leads to direct outcomes, it is implemented.
- Public investments support and catalyze private development.
- Transparent and open public process that ensures that those affected by the decisions are involved in the process.

Mr. Stuart said there has been public outreach with several community events and over 2,000 community members have engaged in the process to date. He talked about the funding of the project; he said the money for an urban renewal area is taken from a portion of property tax dollars that would go to other taxing districts, like the park and school districts. He explained that at the end of the urban renewal project, the area will generate a greater tax base and contributing districts will end up with more revenue as an outcome.

The board discussed the impact that the loss of revenue could have on the district. The district would lose a substantial portion of the revenue that comes from the annual three percent increase in property taxes and the growth in the tax base; this money would be diverted to the urban renewal project. It was also mentioned that in an earlier project, parks were listed as part of the plan, but were removed prior to completion of the project. The board would like to see a board member as part of the BURA to help ensure that parks are not removed from the project list for this new project. Mr. Livingston said this could be considered if the committee structure is ever changed and recommended that the district have representation on a citizen oversight committee to address these concerns.

## 2. Recreation Report: Fall Sports Programs – *Greg Brady and Rich Ekman*

Mr. Ekman thanked the board for their service; he said it is an honorable service the board does as volunteers in the community. He said that BPRD is the leader in providing recreational sports in the community. He appreciates the directive from the board to provide recreational opportunities and keep the focus on recreation with clearly defined goals of being all inclusive, affordable, seasonal and local.

Mr. Brady heads up the tackle football program and is a member of USA Football, which offers both online and in person training for coaches. Mr. Brady explained that in 2018 the board of directors adopted the High School Consensus Youth Football Position Statement (this document is attached to the minutes) and eliminated 4<sup>th</sup> grade level tackle football, adopted age appropriate rules and guidelines and made up teams of eight players. In addition, medical professionals are staffed at every tackle football game.

Mr. Ekman said fall sports include: Soccer, grades K-8; flag football, grades 1-8; tackle football, grades 5-6; volleyball grade 6; and tennis grades 6-8. The total participation in all the sport programming has continued to rise in the last five years, particularly in the last year. The rate of growth is exceeding the population growth, indicating that the programs aren't just increasing due to

population growth in Bend. The data shows that 32 percent of elementary and middle school students in Bend played a fall sport and 41 percent of all elementary students participated. He remarked that soccer is the most popular fall sport followed by flag football.

Mr. Eckman finished the presentation with a slide that showed the total impact of fall sports. The information shared is as follows:

- Teams: 279
- Participants: 3,455
- Games: 2,146
- Coaches: 412
- Officials: 106
- Fields: 50

3. ORPA Award Video – *Sasha Sulia (10 min)*

Ms. Sulia introduced the award video that was presented at the ORPA Conference for the Asset Management Award. The video can be seen here [https://www.youtube.com/watch?v=65EiXra\\_8q0](https://www.youtube.com/watch?v=65EiXra_8q0).

### **VISITORS**

Russ Donnelley: Mr. Donnelley spoke to the board to encourage their support of the City of Bend Climate Action Plan. Mr. Donnelley said he was member of the working group that developed the climate resolution that city council passed in 2016. He said the plan supports and compliments the mission of the Bend Park and Recreation District and will further opportunities for the district to partner with the city and other agencies.

### **CONSENT AGENDA**

1. Meeting Minutes – 10/01/2019

Director Hovekamp made a correction to the minutes, he noted that the start time of the meeting was incorrect and should read 7:00 pm instead of 5:30 pm.

***Director Hovekamp made a motion to approve the consent agenda. Director Sprang seconded. The motion passed unanimously, 5-0.***

### **BUSINESS SESSION**

1. Award Design Build Contract for JSFC Indoor Pool Tank Renovation – *Brian Hudspeth and Bronwen Mastro*

Mr. Hudspeth reviewed the process of the design build contract. He explained that this process allows the contractor to be in control of the designer and encourages them to work together on an intricate project. The request for proposal (RFP) was issued in September and one company responded, Pence Construction. Pence Construction is already in contract with the district for work at Larkspur Center. The scoring committee scored the Pence Construction submission for completion and unanimously voted to select them for the project. The next step will be for staff to bring the guaranteed maximum price (GMP) back to the board for approval.

**Director Hovekamp made a motion to authorize the executive director to award a design-build contract to Pence Construction for design and construction of the Juniper Swim and Fitness Indoor Pool renovation project with a preconstruction services fee of \$368,612, and to approve an additional 10% preconstruction contingency of \$36,861.20, for a total preconstruction budget not to exceed \$405,473.20. Director Kropf seconded. The motion passed unanimously, 5-0.**

2. City of Bend Climate Action Plan – *Sasha Sulia and Cassie Lacy, City of Bend (30 min)*

Ms. Lacey said she is presenting tonight because the proposed Community Climate Action Plan is complete and she would like to update the board with an overview. She said she would like the board to begin a discussion about being a partner and implementing certain elements of the plan.

Ms. Lacey shared the climate action goals as:

- 40% reduction in fossil fuel use by 2030
- 70% reduction in fossil fuel use by 2050

The four areas of focus of the plan are:

- Energy Supply
- Energy in Buildings
- Transportation
- Waste and Materials

Ms. Lacey talked about the community partnerships that are needed for the plan. She said that the plan was developed as a collaboration between the city and community. Community partnerships will include other public agencies, the private sector and community organizations. Ms. Lacey shared some of the strategies that in partnership the district could prove to be very impactful. She said the strategies fall into two buckets, serving the community and leading by example:

**Serving the Community**

- Increase bicycle and pedestrian infrastructure
- Expand waste recovery
- Support waste prevention
- Supporting transition to electric vehicles
- Promoting ride sharing
- Outreach and education for all areas of focus

**Leading By Example:**

- Low carbon concrete
- Benchmarking buildings
- Deep energy efficiency projects
- Fleet conversion
- Renewable energy

Ms. Lacey ended her presentation stating that the city will work through program and policy details as strategies are implemented with leadership and committees. Progress will be measured and the

plan will be updated in 3-5 years and the city will continue to partner with the community through implementation and future updates to the plan.

Director Méndez commented on his concern about the focus on electric vehicles, he shared that a study from DHL bicycle delivery people shows that they are more efficient than vehicles and are happier, healthier and produce less micro-plastic pollution from cars. He stated that he thinks there is more room to go further in the plan and is glad that it will be revisited in five years. He commended the work that has been done and remarked that he has learned a lot from this, but would like to see more.

Director Hovekamp said it is a tremendous first product. He said that in the energy supply there is a courageous and distinct focus on the distributive model instead of just talking about alternative energy and breaking away from the old models in favor of technology that supports hydro, wind and solar. He commended Ms. Lacey and the rest of the group for their bold vision.

Director Kropf verified that the home energy score is the only mandatory part of the plan. He asked how the plan will create a sense of accountability with community partners to meet the goals and standards. Ms. Lacey responded that discussions will need to be had with the community partners; she said there was a strong sentiment in the community when the resolution was passed to stick to voluntary regulations and the one mandatory regulation is getting a lot of push back. Ms. Sulia explained some of the measures and tactics that the district has implemented that support the Climate Action Plan and how the district would like to continue to make further changes.

Director Sprang said that a UN report stated that the CO<sub>2</sub> produced by animal farming exceeds that of all transportation. She asked if that was at all touched upon in the Climate Action Plan. Ms. Lacey said that they do have the data that shows how much of the upstream emissions come from meat products versus other products. She said there is no strategy that specifically calls out food. Diet choice is about outreach and education to reduce consumption. It is something that could be discussed as part of the implementation of the plan, but it wasn't called out specifically. Diet choice in general is something that cities are starting to talk about.

Director Kropf said that this is a critical plan and he would like to have regular and short check ins at board meetings about the things that the district is doing and would like to do to keep this in the forefront of the minds of the board.

***Director Kropf made a motion to authorize the executive director to prepare and submit a letter of support to the city council for the climate action plan. Director Sprang seconded. The motion passed unanimously, 5-0.***

3. Ground Lease Proposal with North Pacific Juniors Volleyball Club for Sand Courts at Pine Nursery Park – *Quinn Keever and Michelle Healy (30 min)*

Ms. Keever introduced Jason from North Pacific Juniors (NPJ) beach program. Ms. Keever said that after a decade of use the four sand volleyball courts at the Old Mill are closing. She said the only two other courts are located at two high schools and are closed to the public. NPJ contacted the district through the Community Sponsored Projects program. NPJ is well organized and established with financial backing. Ms. Keever gave further information about the volleyball club; the club is a non-profit with teams in Bend and Salem. There are 396 athletes in the club and they have worked with the district to provide volleyball programs at the sand courts in the Old Mill.

The proposal includes building six sand courts at Pine Nursery Park. NPJ will be responsible for all development costs, maintenance and would have first right to use the courts. The district will provide a 30-year ground lease, review the design and construction documents and would be allowed to use the courts when not in use by NPJ. Additionally, two of the six courts will be made available to the public at all times, except during tournaments.

Ms. Keever said that NPJ is ready to move forward with construction documents and permitting with the City of Bend, if authorized by the board the district's legal counsel will proceed with preparing the ground lease documents for NPJ.

***Director Hovekamp made a motion to authorize the executive director to negotiate and execute a ground lease with North Pacific Juniors Volleyball Club for the development of sand volleyball courts at Pine Nursery Park. Director Sprang seconded. The motion passed unanimously, 5-0.***

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

- Executive Director Horton updated the board on the number of scholarships that were awarded this year, stating that there were 181 scholarships that totaled \$9300. This is an increase over the 133 (\$6700) given out last year. The increase is an indicator that the district's outreach efforts are working.
- The Perception Survey is being printed, 5,000 surveys will be mailed out next week. The district is also hiring a firm to do an employee survey. The questions will be brought to the board ahead of time for comments.
- The construction of Larkspur Center is continuing. December should offer a good time for the board to take a tour.
- Rachel Colton has been hired in planning and development. She has taken a part time position, she will work on the strategic plan, river study, grant writing, and help Quinn with other duties.
- The district has been approached about using a facility at Big Sky Park as a homeless shelter during cold nights. Executive Director Horton said this is complicated, the district does not have the zoning or habitable buildings, it violates park rules, and the district cannot provide supervision, meals, or maintain order. In addition, he said the location is difficult because it is a long way from other services. A board director suggested the idea of using canvas tents with heaters to help with the problem. Executive Director Horton said he will check with the homeless coalition about their plans.
- More decisions about Mirror Pond are about to be made. The MOU to address fish passage between the district and the city is in draft form. The MOU will be brought to the board at another meeting to have a more in-depth discussion. There will be a 3<sup>rd</sup> party process, and COIC has agreed to be the facilitator. The committee will be made up of representatives from several organizations, they will meet in an open forum and there will be a public process that allows for comment. The landowners (PacifiCorp) has indicated that they open to approving fish passage on their property. More information will be gathered to include a general concept, cost estimations, recommendations on how to implement the concept and funding strategy in place. The draft MOU will be on one of the next agendas.
- Executive Director Horton commented to the board that the city does not need the district's approval for the urban renewal district. The city is required to meet with the district and it would be an improvement to have a board member on the committee.

**PROJECT REPORT** – Attachment in board report

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

Director Méndez said he would like to follow up on an email he sent in regard to safe routes to schools and parks. He is interested in the kind of support the board can offer and the next steps. He said it is important for staff to participate early on in these projects when they impact the district operations. He would like to know if the board would be supportive of staff developing the requirements of a safe routes to schools and parks program and work with the city and school district to explore ways of implementing the program. He referenced a child that was riding his bike after leaving JSFC and was hit by a car at 9<sup>th</sup> and Penn. He advocated for the district to respond to this type of safety concern and focus less on expanding parking lot space. He stressed his concerns about the safety factors and commented about other road expansions that may impact safe crossings to district facilities. Director Méndez would like to look at more accessible routes, take a new look at the trail plan and be more active on input on transportation projects with safety in mind.

The board engaged in a discussion and Director Schoenborn recommended that a member (or chairman) of the Citywide Transportation Advisory Committee (CTAC) come and speak to the board about the recommendations that have been made by the committee. Recognizing that the committee has done a lot of work on this and the board should be aware of the decisions that have been made. Director Sprang said she would be interested in a committee made up of the three agencies to create a working group that could come up with solutions together for some of these issues. Overall, the board in general showed interest in a working group that could bridge some of the gaps in the discussions with the agencies. Director Hovekamp suggested a message from the board to CTAC that safe routes are a priority for the board. Director Schoenborn suggested that the board address CTAC at a board meeting at the time of the presentation. He said that because Director Méndez is a participant of CTAC, that it is not always clear in the public or press that he is representing CTAC and not the parks board. He further commented that until the board takes a position, board members need to be careful to not represent the board as a whole.

Ms. Healy addressed the board and explained that staff spends a tremendous amount of time trying to track what the city is doing on transportation projects so that the district can engage with the city. Staff attends city meetings and there is a lot of work that is being done. The district has worked with the city to create trails and access in areas around parks and will continue to keep this momentum going. She commented that by adding another set of coordinated meetings, it may dilute the progress that is already being made. She suggested that staff share the information with the board as information from the city is collected.

Executive Director Horton suggested adding this topic to an agenda for a future board meeting, and avoid talking in depth about subjects that aren't on the agenda. He suggested that staff be given direction to prepare for a broader discussion about the priorities of the board in a work session and asked Director Méndez to write a proposal. Director Méndez agreed to write this up and clarify his ideas and send to staff. He commented that he feels that there is some urgency in time to make an impact. The board agreed that it should be an agenda item for December.

Executive Director Horton suggested another approach to ask the city to set up a committee of two board members each from the district, school district and city council to allow for a discussion about the philosophy and policy direction for the three agencies and how the city's bond measure can help support this desire for safe routes to schools and parks. He expressed his lack of optimism for

changing the bond measure project list due to lack of time and influence by using the normal process and suggested trying a different approach.

Director Hovekamp thanked the park stewards for the opportunity to participate in a ride along.

**ADJOURN** 9:49pm

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Prepared by,  
Sheila Reed

Executive Assistant

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Ted Schoenborn, Chair

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Nathan Hovekamp, Vice-Chair

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Lauren Sprang

\_\_\_\_\_  
Jason Kropf

\_\_\_\_\_  
\_ Ariel Méndez



## High School Consensus Youth Football Position Statement

### Preamble:

The above organizations recognize and appreciate the efforts of youth football coaches and administrators throughout the state of Oregon. Providing a Football experience prior to high school is optimal for the development of the total player. How that experience is delivered and the philosophy behind the introduction of age appropriate skill development is at the core of any quality program. Based on this all organizations agree on the following core principles that should be part of any youth football program.

### Principles:

- Youth football should start in mid-August and conclude by first weekend of November of each year. No youth program should have a longer season than a high school program.
- No youth football pre-season practice should exceed more than two hours in length with a maximum of four practices per week – teams should never practice twice in the same day. In-season practice sessions should be reduced to a maximum of 3 per week.
- All youth practices should focus on developmentally appropriate activities that emphasize motor and foundational skills. All players should learn and be allowed to play every position on the field prior to grade 7.
- Youth football should participate in a maximum of three days of full contact each week, excluding games. A maximum of 90 minutes of Full Contact combined is allowed during these three days. Of those 90 minutes per week only 15 minutes can be Live Action. Full contact is defined as follows:
  - Thud – Drill is run at assigned speed through the moment of contact, no predetermined “winner.” Contact remains above the waist, players stay on their feet and a quick whistle ends the drill. This applies to simulations and drills involving any number of players.
  - Live Action – Drill is run in game-like conditions and is the only time that players are taken to the ground. This applies to simulations and drills involving any number of players.
- Youth football should be viewed at as a Developmental league and not a Championship league. Given this, all teams should be limited to a maximum of 8 games, including any type of culminating event(s).
- No youth player should participate in the 11-player game until grade 7. USA Football’s Rookie Tackle should be played in grades 5 and 6. Flag Football should be played in grades K-4.
- All youth coaches should be Heads Up certified annually and have successfully completed a background check prior to assuming any coaching responsibilities.
- Youth programs using school district facilities should be able to provide adequate insurance coverage to reduce the potential for increased liability.
- Fees required for participation should be minimized as much as possible. Costs for required equipment and officials should be outlined for all participants. Supplemental equipment costs should be eliminated.
- All programs shall follow Oregon youth concussion laws, have adopted emergency action plans, and have appropriate medical personnel available when possible.





## CITY OF BEND CORE AREA PROJECT

# Fact Sheet: Urban Renewal in Bend's Core Area Project

PREPARED FOR: Urban Renewal Advisory Board  
 COPY TO: Allison Platt, Senior Planner  
 Matt Stuart, Urban Renewal Project Manager  
 PREPARED BY: Elaine Howard, Elaine Howard Consulting, LLC  
 Lorelei Juntunen and Becky Hewitt, ECONorthwest  
 DATE: March 7, 2019

## What is Bend's Core Area Project?

Bend's Core Area Project (CAP) will result in a common vision and implementation plan for the Core Area of the City. During the 2016 Urban Growth Boundary expansion process, the City identified several opportunities areas (Bend Central District, East Downtown, Inner Highway 20 / Greenwood, and KorPine) within the Core Area that require focused implementation attention. Through the CAP process, the City will work with property owners, area residents, and other stakeholders to:

- Develop an urban design framework for the area.
- Identify needed circulation improvements to enhance connectivity within and among areas.
- Identify programs and projects for the area, including streetscape improvements, public spaces, gateways, affordable housing, or art and beautification programs.
- Determine location, phasing, and costs for necessary infrastructure (sewer, water, storm water and transportation) to support potential development and redevelopment of the area.
- Identify any needed code amendments or zoning changes, if necessary, to achieve the vision for this area.

Importantly, the CAP will also identify specific funding strategies, incentives, and other tools that can be used to achieve the vision for the area's future. Urban renewal is primary among the tools that the City will evaluate. This document describes what urban renewal is, how it works by Oregon law, and how its feasibility will be evaluated as part of the CAP process.

## Urban Renewal: A Primer

### What is urban renewal?

Urban renewal is a program used throughout Oregon to provide a financing mechanism to implement city plans in designated urban renewal areas. The goal of urban renewal is to make investments that spur development that would not have otherwise occurred. The revenue to pay for projects in an urban renewal area is generated by the growth in assessed property value. Urban renewal funds may be invested in administration of an urban renewal plan and in capital projects, such as streetscape improvements, new construction or rehabilitation, or other

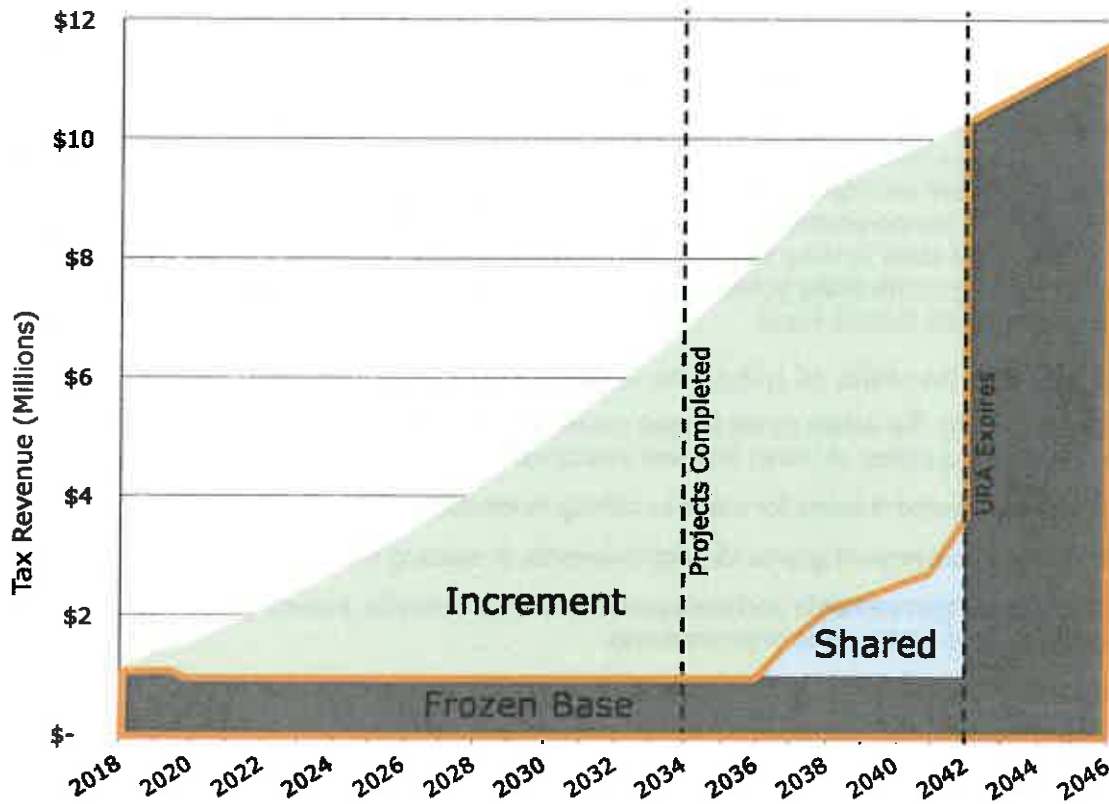
physical investments in the public or private realm. Those projects must be described in an adopted urban renewal plan that meets statutory requirements defined in ORS 457.

## How are urban renewal projects financed?

In Oregon, property taxes, with or without urban renewal, increase for two reasons: 1) The assessor may increase property assessed values by no more than 3.0% per year; 2) The property owner completes new construction or substantial renovation of their property resulting in increased assessed valuation.

When an urban renewal area is created, the property tax revenue from that area is diverted into the following revenue streams:

- **Frozen Base** (shown in dark gray in the graphic below): The total assessed value of all properties in the urban renewal area when it is formed. The frozen base revenue stream continues to go to the regular taxing jurisdictions, such as the city, the county and the school district.
- **Increment** (shown in light green below): These are the funds that are available to finance urban renewal projects. When property values increase over time from new development and appreciation, taxes off this growth goes to the urban renewal agency for use in the urban renewal area for use on projects, programs, and administration throughout the life of the area, instead of going to the overlapping taxing districts.
- **Shared** (shown in blue below): Once the urban renewal area is successful and generating significant increment each year, according to standards established in ORS 457, a portion of the increment is "shared" with affected taxing districts. Revenue sharing begins when tax increment revenues reach 10% of the initial maximum indebtedness (or the cap on total spending that is defined in the adopted urban renewal plan) in a given year a portion of the annual increment over 10% is shared with the overlapping taxing districts. Once tax increment revenues reach 12.5% of the maximum indebtedness, the increment to the urban renewal agency is capped at 12.5% of the initial maximum indebtedness and the remainder of tax increment revenues are distributed to the overlapping taxing districts.



<p><b>Early Years:</b> Increment revenues are usually small. The urban renewal area incurs loans to fund strategic improvements to stimulate new development.</p>	<p><b>Middle Years:</b> Development occurs, boosting increment revenue. The urban renewal has more capacity to fund projects.</p>	<p><b>Late Years:</b> Annual increment revenues are large. Final projects are completed, outstanding debt is repaid, and the urban renewal closes down. Revenue sharing may occur if thresholds are met.</p>	<p><b>After Expiration:</b> Once all projects have been completed and debt repaid, all of the tax revenue returns to overlapping taxing districts and they receive the benefits of increased property values.</p>
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**Does urban renewal increase my taxes?**

No. Urban renewal is not a new tax on property and does not increase the amount a property owner pays in property taxes. Property taxes are based on the tax rate and the property's assessed value and increases as the assessed value grows. Urban renewal does not increase the tax rate.

**How does urban renewal generate revenue if it does not increase property taxes?**

The financial impact of the urban renewal is not on the property tax payer, but on taxing jurisdictions. Urban renewal revenues are generated from increases in assessed value of property within an urban renewal area after it is formed. While the urban renewal area is active, other taxing jurisdictions' revenue from that area remains largely fixed, and the tax revenue from the increase in assessed values goes to the urban renewal agency to pay for projects that help to spur new investment. When the urban renewal area expires, taxing jurisdictions can expect to receive more tax revenue than they would have without an urban renewal area, due to the increased assessed values stemming from the increased investment in the area.

## Does urban renewal affect school district funding?

School districts are not directly affected by urban renewal. Under Oregon's school funding law, the Oregon Department of Education combines property tax revenues with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone due to the use of tax increment financing are replaced with State School Fund revenues, as determined by the state funding formula. While urban renewal statewide has an impact on the amount of funding in the State School Fund, the legislature can re-allocate other funding sources to the State School Fund.

## What are the benefits of urban renewal?

Over the long term, the urban renewal area could produce significant revenues for capital projects. Some examples of urban renewal investments include:

- Capital improvement loans for small or startup businesses
- Storefront improvement grants for improvements to existing properties
- Streetscape improvements and transportation enhancements, including new lighting, trees, sidewalks, and intersection improvements
- Redevelopment projects, such as mixed-use or infill housing developments
- Historic preservation projects
- Parks and plazas
- Utility or infrastructure projects to support new development

## How will urban renewal be studied and potentially adopted in the CAP process?

The CAP process has two phases, as follows:

**Phase 1 – Core Area Implementation Strategy.** This phase will develop the vision, urban design framework, and implementation framework. It will also include a detailed urban renewal feasibility evaluation.

While not required in in the Oregon Revised Statute, many communities choose to undertake a feasibility study to explore the potential for urban renewal to contribute to area revitalization. In the CAP, the urban renewal feasibility study task of Phase 1 will result in a recommendation regarding whether to proceed to a full urban renewal plan and report. It will also explore and make recommendations regarding the following components of a potential urban renewal plan:

- Goals for urban renewal investment
- Recommended boundary for the urban renewal area
- Prioritized list of the capital projects that can feasibly be funded with urban renewal dollars, to implement the urban design framework for the area
- An urban renewal financial feasibility analysis, including a recommended cap on total urban renewal spending (or maximum indebtedness)
- Discussion of the interaction among other potential implementation and funding tools and urban renewal

Phase 1 begins in January 2019 and will be completed by June 2020.

**Phase 2 – Urban Renewal Plan and Report.** In Phase 2, the city will prepare an urban renewal plan, which will establish an official urban renewal boundary, goals and objectives for the urban renewal area, and outline projects and programs which will help improve conditions of the area. The plan also sets the spending limit (called maximum indebtedness) for the urban renewal area. A technical report accompanies the plan, which contains the financial feasibility analysis and forecasts when funding will become available to pursue projects within the area. The urban renewal plan must go through a public review process and be adopted by the Bend City Council (City Council). The general schedule is to begin in (or before) June 2020 and to be considered for adoption by September 2020. Phase 2 is contingent upon the successful completion of Phase 1, including a conclusion by the city that a Core Area urban renewal area will feasibly implement the goals for the area.

The CAP public review process includes the following steps:

- In December 2018, the City Council established the Urban Renewal Advisory Board (URAB) to guide the project and determine the feasibility of urban renewal for Bend's Core Area.
- The URAB will meet a minimum of eight times between February 2019 and May 2020. The meetings are open to the public and public comment will be part of every agenda.
- The URAB process will be complemented by an extensive community engagement program, including workshops, outreach meetings, and on-line information<sup>1</sup>.
- Meetings to explain the process, boundary, and potential projects will be held with all overlapping taxing districts.
- Deschutes County will be briefed on the urban renewal plan.
- The Bend Planning Commission will review the urban renewal plan for conformance with the Bend Comprehensive Plan.
- The City Council will hold a public hearing and vote on the urban renewal plan.

Any action by the City Council must be by non-emergency ordinance and after a public hearing is held. Notice of the public hearing must be sent to individual households in the City of Bend as required by statute. Non-emergency ordinances can be referred to voters within 30 days of adoption.

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<sup>1</sup> For additional information, please go to: <https://www.bendoregon.gov/government/departments/growth-management/coreareainplementation>

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	November 19, 2019
<b>SUBJECT:</b>	Utility Easement at Jaycee Park
<b>STAFF RESOURCE:</b>	Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Authorize executive director to negotiate a utility easement with Cascade Natural Gas
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relations
<b>Outcome:</b>	The District is strategic about partnerships
<b>Strategy:</b>	Partner when there is shared mission and broad community benefit

**BACKGROUND**

Recently, Cascade Natural Gas (CNG) contacted the district about obtaining a utility easement for a new natural gas line across Jaycee Park. Jaycee Park is a neighborhood park located in southeast Bend, off SE Railroad Street, adjacent to the Burlington Northern Santa Fe (BNSF) rail line (attachment A).

If approved, CNG will bore a new natural gas line under Jaycee Park connecting to an underserved development on the east side of the BNSF rail line. The installation will involve setting up a boring machine in the city's right of way on SE Miller Way and boring underground across Jaycee Park to the eastern side of the rail tracks. The approximate depth of the new natural gas line will start at approximately five feet below ground surface at the street and reach a depth of 22 feet below ground as it crosses through the park. The easement is located on the south side of the park and does not impact park amenities (attachment B).

Staff will further explain the easement during the board meeting presentation.

**BUDGETARY IMPACT**

Per the district's easement policy, CNG supplied the district with the required easement application, draft easement document, legal description and an offer letter of payment for the easement. The offer is based on an appraisal (attachment C). The value is assessed at \$6.11 per square foot, the requested easement area is 2,648 square feet for a total payment amount of \$16,173. CNG has offered to make payment to the district upon receipt of a signed easement. CNGC also provided the required \$100.00 easement application fee. The only direct cost to the district for this easement is to cover legal expenses required to review the proposed easement documents.

**STAFF RECOMMENDATION**

Staff recommends authorizing the executive director to negotiate and execute a utility easement for CNG at Jaycee Park for a new underground natural gas line.

**MOTION**

*I make a motion I make a motion to authorize the executive director to negotiate and execute a utility easement to Cascade Natural Gas for an underground gas line across Jaycee Park.*

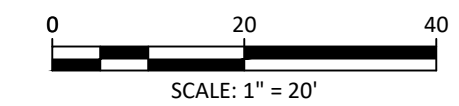
**ATTACHMENTS**

1. Attachment A – Jaycee Park location
2. Attachment B – Easement depiction
3. Attachment C – CNGC offer letter

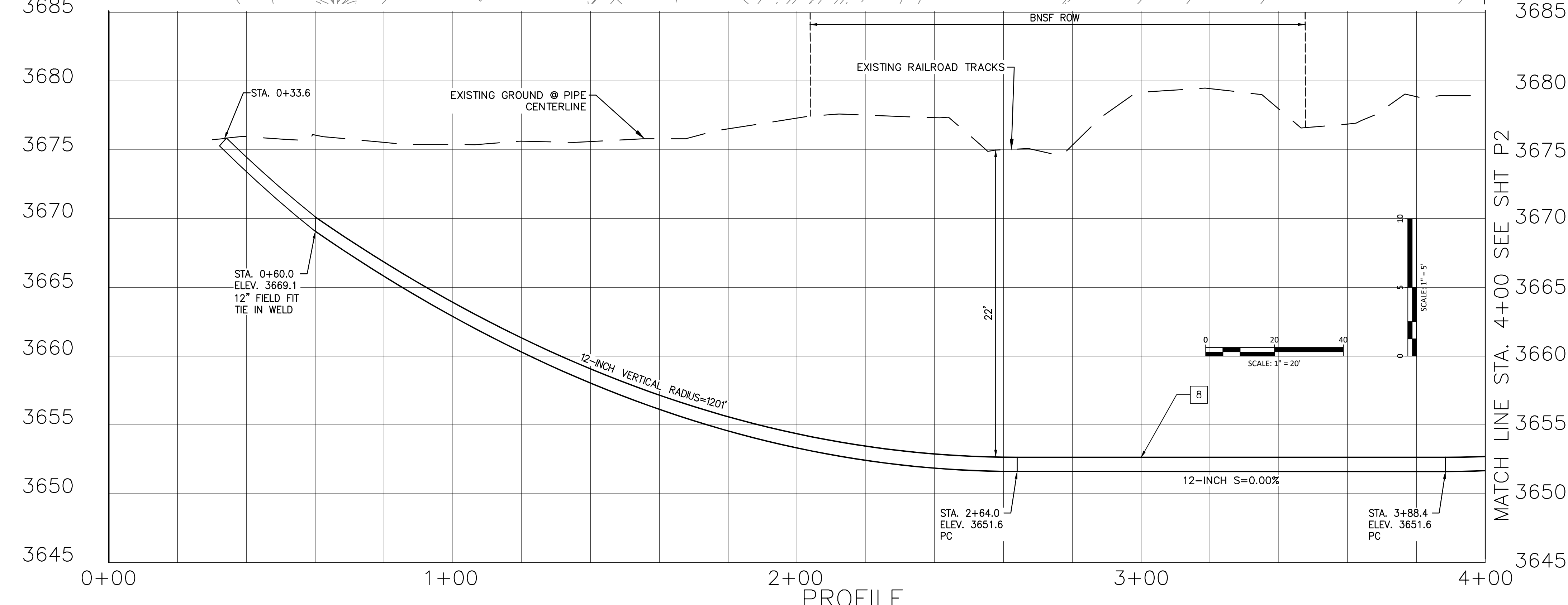
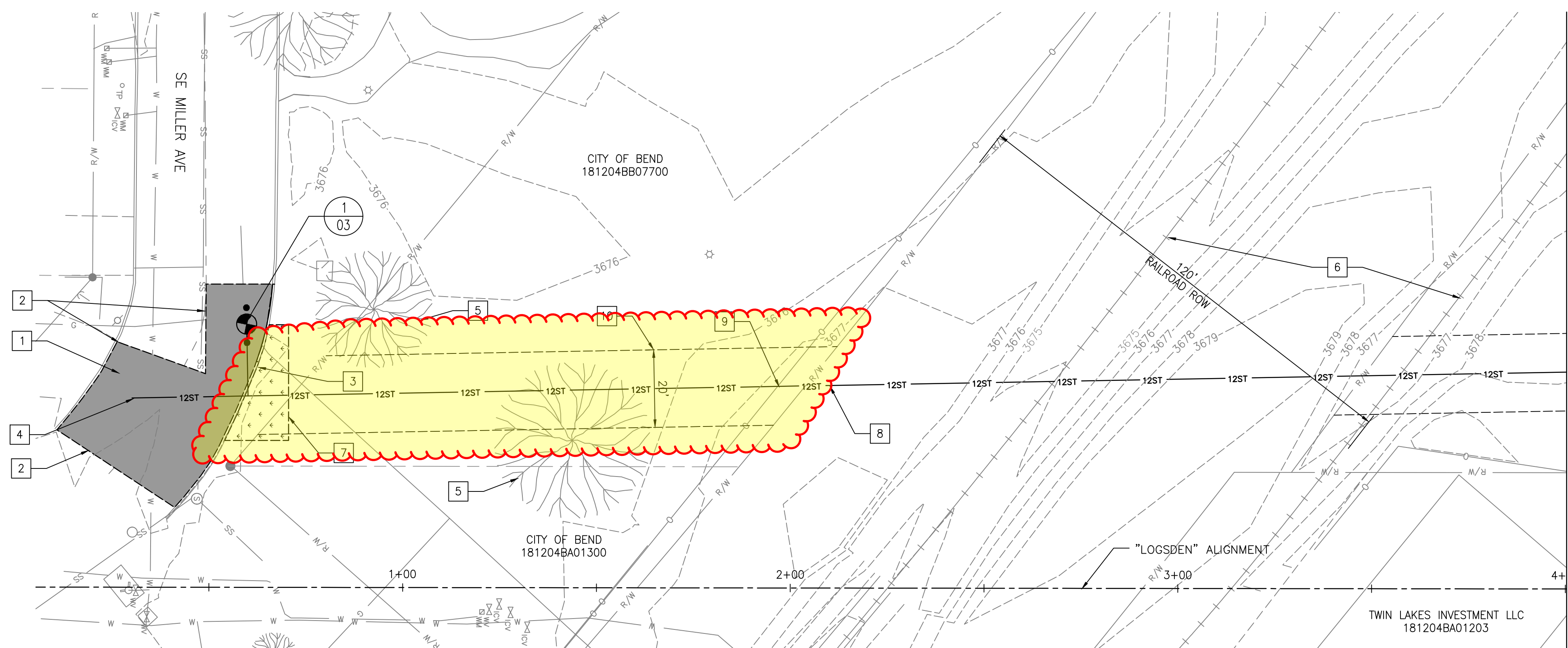
Attachment A - Jaycee Park  
Cascade Natural Gas Easement Request  
November 19, 2019







- KEY NOTES:**
- 1 PATCH EXISTING ASPHALT PER CITY OF BEND STANDARD DWG R-10 EXCEPT GAS PIPE SHALL BE BEDDED AND COVERED IN SAND.
  - 2 SAWCUT EXISTING ASPHALT
  - 3 REPLACE 32' OF CITY STANDARD CURB PER CITY OF BEND STANDARD DWG R-3
  - 4 STA 0+33.6 BEGIN 12" HDD
  - 5 PRESERVE AND PROTECT EXISTING TREE
  - 6 EXISTING RAILROAD TRACKS
  - 7 RESTORE LANDSCAPE TO EXISTING CONDITION
  - 8 HDD 12" GAS PIPELINE
  - 9 PRESERVE AND PROTECT EXISTING FENCE
  - 10 PROPOSED GAS EASEMENT



**PRELIMINARY**

FILE: K:\17161 CNG BEND PHASE 2\500 DESIGN\502 DRAWINGS\SHEETS\P\_SHEETS.DWG

NO	REVISION	BY	DATE

Approved For Construction

By: \_\_\_\_\_ Date \_\_\_\_\_

TITLE: \_\_\_\_\_

Approval Expires: \_\_\_\_\_ Date \_\_\_\_\_



MacKay Sposito

ENERGY PUBLIC WORKS LAND DEVELOPMENT

www.mackaysposito.com

CAD Tech:	AL	Scale:	1"=20'
CAD Review:	RC	Grid #:	
Engineer:	PH	Date:	5/24/19
Design Review:	RC		
Funding Project Number:	----		
Work Order Number:	----		
Drawing No:	P_SHEETS		

12-HP GAS LINE  
PHASE II

BEND, OR.  
DESCHUTES COUNTY

PLAN & PROFILE STA 0+00 TO STA 4+00

SECTION 4, TOWNSHIP 18S, RANGE 12E, W.M.

**P1**

5 OF 22

# Epic Land Solutions, Inc.

10300 SW Greenburg Road, Suite 370  
Portland, OR 97223

November 7, 2019

Project:	Cascade Natural Gas - Bend
Parcel Number:	181204BB07700
Funding #:	316575
Work Order #:	263640

Mr. Brian Hudspeth  
Development Manager  
Bend Metro Park and Recreation District  
799 SW Columbia Street  
Bend, OR 97702

Dear Mr. Hudspeth:

Mackay Sposito on behalf of Cascade Natural Gas (CNG) is moving forward with the Bend Pipeline improvements project and has contracted with Epic Land Solutions to represent CNG in completing this transaction.

To proceed with this project, Cascade Natural Gas needs to purchase property rights from the Bend Metro Park and Recreation District identified on the attached legal description and sketch for parcel number(s): 181204BB0770. We have attached the Bend Parks and Recreation District Easement Application and included the \$100 application fee along with CNG's offer, map, and other enclosures.

We have determined a fair market value for the attached proposed easement(s) to be: **\$16,173.00**

If you agree with the proposal, please have the appropriate parties sign and notarize the attached Gas Easement and Compensation Agreement and return them to me. The remaining material in the packet is for your records. Upon receipt of the signed documents a check will be issued. This payment, along with a copy of the fully executed easement will be returned to you in approximately four to six weeks.

If you have questions, please call me at your earliest convenience so that I can assist in obtaining the necessary information to complete this acquisition. I would also welcome the opportunity to answer any related Project questions you may have. I look forward to working with you.

Sincerely,

Ann Marie Tosoni | [atosoni@epicland.com](mailto:atosoni@epicland.com)  
Right of Way Agent – Epic Land Solutions  
Office: 503-549-2009

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	November 19, 2019
<b>SUBJECT:</b>	PERS Employer Incentive Fund Update and Resolution No. 432, Approving a Lump Sum Payment to PERS
<b>STAFF RESOURCE:</b>	Lindsey Lombard, Administrative Services Director Betsy Tucker, Finance Manager Don Horton, Executive Director
<b>PREVIOUS BOARD ACTION:</b>	Adopted Fiscal Year 2019-20 Budget on June 4, 2019
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 432, Approving a Lump Sum Payment to the PERS Employer Incentive Fund
<b>COMMITTEE ACTION:</b>	Budget Committee approved Fiscal Year 2019-20 Budget on May 15, 2019
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	Financial well-being supported by strong business practices

**BACKGROUND**

The Oregon PERS Employer Incentive Fund (EIF) program was established by the Oregon Legislature to help PERS-participating employers reduce their contribution rates in the future. As discussed during the budget deliberations in May 2019, the district is prepared to contribute a one-time lump sum payment of funds into this program, which will reduce the district's future contributions and long-term liability.

The PERS EIF is a key opportunity for PERS-participating employers to proactively manage their employer rates over time and increase their actuarial assets. The state of Oregon has funded the EIF program and PERS started the application and commitment process of matching funds for PERS employers. Details of the EIF program and the district follow:

**Employer Incentive Fund Program:**

- The state originally had \$100M available for 25 percent matching funds;
- The first 90 days of the application cycle began September 3 and are reserved for employers with an UAL that exceeds 200 percent of their payroll (292 employers). The district's unfunded actuarial liability (UAL) is 92 percent of payroll; therefore, we are not included in the first application cycle;
- As of October 29th, there was \$84.7M in matching funds remaining in the program;
- Applications for the second group of employers will begin on December 2, 2019. Applications are approved on a first come, first served basis. There are 492 employers in the second group, including the district.

The district:

- The most recent actuarial valuation (December 31, 2017) calculated the amount of our UAL at \$7,501,576;
- Our current UAL as a percent of our combined valuation payroll is 92 percent;
- The maximum contribution we can make and still receive a 25 percent match from the State is \$1,500,000, which would qualify for the maximum amount of matching funds of \$375,000;
- With a contribution made by January 31, the district would see new reduced contribution rates in effect as of February 1, 2019;
- The financial savings created by the payment, matching funds, and additional investment earnings will be amortized by PERS over a 20-year period.

Staff will present the board with details on the proposed contribution, including the projected savings, assumptions, potential risks, other considerations and what other central Oregon local governments are planning. Upon board approval, staff are prepared to submit the district's EIF match application immediately on December 2, 2019 as, by law, applications will be approved in the order they are received, until all projected money is committed.

#### **BUDGETARY IMPACT**

The 2019-20 general fund budget appropriates \$1,250,000 in operating contingency specifically for PERS, and an additional \$1,600,000 in general operating contingency. A payment to PERS for \$1,500,000 will require the use of the full PERS contingency and an additional \$250,000 of the general contingency – leaving a total general fund contingency of \$1,350,000. This will require a supplemental budget hearing, which is scheduled for the December 3 board meeting.

A lump sum payment contribution to a PERS side account, with matching funds, will immediately reduce the district's monthly employer contributions to PERS as early as February 1, 2020. It is also intended to reduce future contribution rates over the next 20 years.

#### **STAFF RECOMMENDATION**

In order to reduce the district's future PERS unfunded actuarial liability and related PERS contribution rates, staff recommend the board support the district applying for state of Oregon EIF matching funds. Staff also recommend the board adopt Resolution No. 432, approving a lump sum payment to the PERS EIF in the amount of \$1,500,000.

#### **MOTION**

***I make a motion to adopt Resolution No. 432, Approving a Lump Sum Payment to the PERS Employer Incentive Fund in the amount of \$1,500,000.***

#### **ATTACHMENT**

Resolution No. 432, Approving a Lump Sum Payment to the PERS Employer Incentive Fund in the amount of \$1,500,000.

**BMPRD RESOLUTION NO. 432**

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS  
APPROVING A LUMP SUM PAYMENT TO THE PERS EMPLOYER INCENTIVE FUND**

**WHEREAS**, the Board of Directors (the “Board”) for the Bend Metro Park and Recreation District (the “District”) adopted the fiscal year 2019-20 budget; and

**WHEREAS**, the District planned for a possible future contribution to the PERS Employer Incentive Fund (EIF) through the appropriation of funds in the operating contingency in the General Fund in the fiscal year 2019-20 budget; and

**WHEREAS**, the Oregon Legislature has established the Employer Incentive Fund (EIF) to help PERS-participating employers reduce their future contribution rates, and has funded the program with \$100 million in matching funds; and

**WHEREAS**, the District intends to apply for EIF matching funds and make a payment into a PERS side account in order to reduce the district’s PERS unfunded actuarial liability and future contributions, thereby saving property tax revenues.

**NOW THEREFORE**, the Board of Directors of the Bend Metro Park and Recreation District does hereby resolve as follows:

1. The District will apply for EIF matching funds on December 2, 2019.
2. The District will request an actuarial calculation providing newly reduced contribution rates, based upon the planned contribution and matching funds, which will be in effect February 1, 2020.
3. The District will make a one-time lump sum payment to a PERS side account, no later than January 31, 2020.

**ADOPTED** by the Board of Directors on this 19<sup>th</sup> day of November 2019.

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Ted Schoenborn, Board Chair

Attest:

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Don P. Horton, Executive Director

**Board Calendar  
2019-2020**

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

**December 3**

Work Session

- ◆ Recreation Report: Athletic Field Report – *Becky Young and Michael Egging (30 min)*
- ◆ Transportation Discussion with CTAC– *Don Horton (45 min)*

Business Session

- ◆ Adopt Resolution No. 433 – Budget Transfer for PERS Contribution – *Betsy Tucker (15 min)*
- ◆ Mirror Pond MOU – *Don Horton (30 min)*

**December 17**

Work Session

- ◆ Level of Service Update – *Sarah Bodo and Henry Stroud (30 min)*
- ◆ River Access & Habitat Plan update – *Sarah Bodo (30 min)*
- ◆ Park Services Report Facilities Program – *Jason Monaghan and Rob Shatting (15 min)*

Business Session

- ◆ Approve Northpointe site Masterplan and property name – *Bronwen Mastro (30 min)*
- ◆ IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*

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**2020**

**January 07**

Work Session

Business Session

**January 21**

Board Workshop - 8:00 a.m. – 4:00 p.m.

- ◆ Annual Strategic Action Plan (Mid-Year Review)
- ◆ Cost Recovery
- ◆ General Fund Commitments
  - Larkspur/JSFC
  - Alpenglow and Big Sky
  - Pay Equity
  - PERS
- ◆ Financial Forecast
- ◆ Capital Improvement Plan (CIP) Discussion
- ◆ Board Self-Assessment

**February 4**

Work Session

Business Session

**February 18**

Work Session

Business Session

Park Services Report Park Steward Program – *Jeff Hagler and Charlie Redline (15 min)*

**March 3**

Work Session

Business Session

**March 17**

Work Session

Business Session

Park Services Fleet and Equipment Program – *Roy Radcliff (15 min)*

**April 7**

Work Session

Business Session

**April 21**

Work Session

Business Session

Park Services Hardsurface Program – *Jason Monaghan and Alan Adams (15 min)*

**April - Budget Committee Tour April 15**

**May 5**

Work Session

Business Session

**May BUDGET MEETINGS (May 11, 13, 14)**

**May 19**

Work Session

Business Session

**June 2**

Work Session

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2020 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2019-20 – *Lindsey Lombard*

**June 16**

Work Session

Business Session

**TBD**

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

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Trails Plan and Projects Update –

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

Northpointe Park Award Design Contract – *(20 min)*

River Access Plan updates – *Sarah Bodo*

Goodrich Park Award Construction Contract – *Ian Isaacson and Jason Powell (20 min)*