



Bend Metro Park & Recreation District

May 19, 2020

# 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



# Board of Directors

May 19, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

## AGENDA

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To support Governor Brown’s recommendation for social distancing, the Board of Directors will conduct this meeting by video and conference call only.

View the meeting live stream via [Bend Park and Recreation Facebook page](#).

## 5:30 p.m. CONVENE MEETING

### VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. **Members of the community who wish to make public comment are asked to submit comments by email to [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org).** Comments received by 3 p.m. May 19, will be read at the board meeting and entered into the public record. Remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement and time.

### WORK SESSION

1. Update on Parks – *Don Horton (15 min)*
2. Opening Recreation Programs – *Don Horton and Matt Mercer (30 min)*

### BUSINESS SESSION

### CONSENT AGENDA

1. Minutes – 05/05/2020
2. Approve Contract for Fitness Equipment for Larkspur

### EXECUTIVE DIRECTOR’S REPORT

### PROJECT REPORT

### BOARD MEETINGS CALENDAR REVIEW

### GOOD OF THE ORDER

### ADJOURN:

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#### 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.



## Board of Directors

May 5, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

To support Governor Brown's recommendation for social distancing, the Board of Directors conducted this meeting by video.

The meeting can be viewed via [Bend Park and Recreation Facebook page](#).

### **BOARD PRESENT**

Ted Schoenborn, Chair  
Nathan Hovekamp, Vice Chair  
Ariel Méndez  
Jason Kropf  
Deb Schoen

### **STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Lindsey Lombard, Administrative Services Director  
Sheila Reed, Executive Assistant

### **LEGAL**

Paul Taylor, BLJ Attorneys at Law

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

### **VISITORS**

No visitor comments were submitted for the meeting.

### **CONSENT AGENDA**

1. Meeting Minutes – 04/21/2020

Director Hovekamp asked the board if the following statement from the minutes was reflected accurately:

*Mr. O'Connell committed to a follow up conversation with Executive Director Horton to discuss how the district can partner outside of the tax exemption and make the project work for both agencies. The board supports affordable housing and the district working with Wishcamper Development Partners.*

Executive Director Horton said that there have been a couple of follow up meetings with the developer and the city on the Wishcamper project. He said the developer is willing to work with the

district to find a way to put a neighborhood park in that area. After meeting with the city and gaining a better understanding of the Murphy Road refinement plan, he said it is better to forego working with the developer because there may be another opportunity with a better location in the refinement plan. The city may be abandoning the urban renewal district in that area because it hasn't met the intent of the plan. Regardless, the city has agreed to work with the district to get a park in that area that would be further north of the affordable housing development.

Director Hovekamp said he was satisfied with the response and made a motion to approve the minutes.

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

### **BUSINESS SESSION**

#### 1. Authorize Agreements with City of Bend and OSU for Roundabout at Simpson – *Don Horton*

Executive Director Horton said the district has been working with the city and OSU to develop two roundabouts, one at Columbia and Simpson and the other at Columbia and Colorado. The roundabouts are a condition of future developments to the district and OSU. The partnership is a result of the city's interest in getting them built sooner than required by the district and OSU. The city has proposed that the three agencies partner together and share the costs now to get them built. The district would partner in the building of the Columbia and Simpson roundabout only. The board has already approved \$700,000 in the capital improvement plan (CIP) for the roundabout. The cost for this roundabout is estimated at \$2 million to \$2.5 million, the agreement has been drafted as follows:

If bids come in at:

- \$2.1 million or less, the three agencies will share the cost equally
- \$2.1-\$3 million, the three agencies will work together to figure out how to cover the delta
- If over \$3 million, there would be no obligation by the agencies to keep the agreement

If the agreement is cancelled, the district would be obligated to pay for the roundabout to be built prior to making improvements to the Simpson site.

The city has agreed to be the project managers of the roundabout and the district and OSU would be funding partners. An estimate will be generated early on in the process so the three agencies would know if the agreement will work. The city will manage the construction as well.

OSU is required to participate in the building of both roundabouts, there may be some cost savings by building them at the same time and OSU would like to see it as one project in order to do it now. Mr. Taylor, legal counsel for the district, has worked with the city's legal team to draft the intergovernmental agreement (IGA), the commitment is \$700,000, if the bid comes in higher, this would be brought back to the board for approval of additional funding.

**Director Hovekamp made a motion to authorize the Executive Director to negotiate and execute an intergovernmental agreement with the city of Bend and Oregon State University – Cascades for the development of the Simpson/Columbia roundabout, and a separate agreement with the City of Bend to address future transportation mitigation requirements on the district’s property. Director Méndez seconded. The motion passed unanimously, 5-0**

2. Resolution No. 2020-06, adopting a Revised System Development Charge (SDC) Fee Schedule effective July 1, 2020 – *Lindsey Lombard*

Ms. Lombard reminded the board that last year the board approved a new SDC methodology and capital project list that the SDC methodology would fund. The methodology includes a formula for recalculating and adjusting fees on an annual basis. The adjustments are proportionately indexed to:

- The cost of land as determined by changes in Real Market Value (RMV) as reported by the Deschutes County Assessor’s Office.
- The Engineers News Record (ENR) US 20–City Average Construction Cost Index

She explained that the cost of land impacts the district’s ability to use SDC funds to build parks because the district must purchase the land because it is not dedicated like it is with other agencies.

Ms. Lombard reviewed the SDC Adjustment Factor Calculation, Fiscal Year 2020-21 document in the board packet. She explained the downside of using this tool is that there is a significant time lag in the reporting of the information. She said property taxes come out in November to tax payers, the assessed value of the properties is determined January 1 of that year. The district uses this information for a change on July 1 the next year, resulting in information that is a year and a half old already; this causes the district to be little bit behind in increasing or decreasing the SDC fees. The change in construction costs has a six-month lag in determining fees. Land value has increased 9.57% and construction costs have increased 1.74%. She added that the calculation for the fee should be a percentage of the adjustments to both of these increases. The CIP list has not changed since adopted and for 23% of the budget is allocated to purchase land and 77% is allocated for the cost of construction. The following is the formula for adjusting the SDC fees:

**To adjust the cost based upon the index percentages in the 2019 SDC Methodology:**

| <u>Construction</u> | + | <u>Land Value</u> | = | <u>Adjustment Factor</u> |
|---------------------|---|-------------------|---|--------------------------|
| 77% x 1.74%         | + | 23% x 9.57%       | = | 3.54%                    |
| 0.0134              | + | 0.0220            | = | 0.0354                   |

Executive Director Horton said he called other agencies in town to see if they were adjusting their SDC fees, the city can make changes twice a year and will adjust in July, the county will be meeting about this later in May to make their determination.

The board asked why the adjustment is made so long after the rates are provided and whether that could be adjusted. Ms. Lombard responded that the district has only implemented new SDC fees at the start of the fiscal year; this has been at the request of the city and county that collect the SDC fees for the district. The timing also helps the district to budget and project for spending. She added that the methodology does state that the board can make changes by resolution. Executive Director

Horton said that the city does a fee schedule for the various fees that they charge and publish it at the beginning of the fiscal year. Adjusting prior to the fiscal year accommodates for the timing of the publication. Builders also plan around this schedule.

The board expressed concerns about the timing this year with the closures and there was a request to delay this to June 2. Ms. Lombard replied that the budget meetings will have already happened by June 2 and this information is needed to create the budget and the project list would also have to be reduced if this isn't passed tonight. Executive Director Horton reminded the board that the SDC fees are the majority of the revenue collected for the CIP. Other agencies have broader means to collect revenue, when the district waives an SDC fee, there are no other funding mechanisms to fill that gap. The board discussed the idea of postponing this vote tonight in hopes of getting a more accurate picture of the economy. Director Kropf said he was uncomfortable voting on this today and would like to push the topic out into June. He would like to see if there is more updated information before raising the SDC fees. Director Schoenborn encouraged the board to approve the resolution in order to pass a meaningful budget with consistent and known revenue.

Ms. Lombard added that all the information that she is getting now is that building has not yet slowed and real estate is still a sellers' market. She said the only new information that could be gathered before June 2 would be an update on construction costs published at the end of March. Executive Director Horton said that the district has not seen construction costs go down in bids or change orders. The cost of construction and land rise at a faster rate than the district fees. He continued to say that when the methodology is revised the district is usually playing catch-up. Ms. Lombard let the board know that the fees can be adjusted down if the figures go down due to the economy. Executive Director Horton said the city adjusts twice a year and the district could consider following this guideline and adjusting fees closer to the release of the information.

Director Hovekamp mentioned his concern about a lack of policy guidance or overall view of the cumulative impact that affordable housing waivers and tax abatements have on the district. He said these projects are done with the right intentions, but have an impact on services in the district and would like to look at them systematically and cumulatively. SDCs are a way for growth to pay for the impacts of the growing community and spreads the burden between existing and new residents.

Overall the board concluded that it is important to have this information to create the budget for further review and the board chair asked for a motion.

***Director Schoen made a motion to adopt Resolution No. 2020-06, Adopting a Fee Schedule for System Development Charges effective July 1, 2020. Director Hovekamp seconded. The motion passed, 4-1. Director Kropf voted against the motion.***

### 3. Resolution 2020-05 Consideration for Extension – Don Horton

Executive Director Horton said the extension date reflects the date of the first board meeting of the fiscal year.

***Director Schoen a motion to extend the expiration date of Resolution 2020-05 until July 7, 2020. Director Hovekamp seconded. The motion passed unanimously, \*4-0.***

\*Due to a power outage, Director Méndez was not able to reconnect to the meeting in order to vote.

## **EXECUTIVE DIRECTOR'S REPORT and COVID-19 Update**

- ORPA reopening plan: The district has been instrumental in creating this plan that has been sent to the Governor's office for review. Staff is taking this plan and creating a district wide plan for reopening facilities and programs. The district plan will be based on the Governor's recommendations. The Governor has suggested small group sizing that creates challenges for camps and facilities. The next phase could allow groups as high as 50, which helps the programming, but makes social distancing more difficult. Courts and skateparks may open earlier and in phase 1. Staff will need to educate users of facilities and programs and encourage social distancing. Events will be the last piece to open up and likely will not happen this summer. The pet parade and July 4 events are likely to be cancelled. Most events are being cancelled by the organizers and not by the district. The NRPA conference has been cancelled. ORPA is looking at other options for their fall conference.
- There was a discussion about river concessions and how to balance the safety elements that are offered through the rental service and the safety of social distancing on the river. Executive Director Horton said he still needs to speak with public safety officials on how to manage the river recreation collectively, he has spoken to the Marine Board executive director and will talk with the river concessionaire.
- Director Méndez asked if it is possible to look at providing low-cost masks for patrons in programs and encourage people to wear them. Director Horton said staff is looking at operational plans for each program and can consider the suggestion if masks are appropriate. He said staff with close contact to the public may be required to wear masks and all staff will be encouraged to wear them. Plexiglass panels may be put up to separate staff from the public in certain places as well.
- State Parks has decided to open some areas in the state.

## **PROJECT REPORT** – In Board Report

### **BOARD MEETINGS CALENDAR REVIEW**

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

- Director Hovekamp asked if the Executive Director evaluation process has begun. Director Schoenborn said he has not started this process. He will get the self-evaluation from Executive Director Horton and follow the process that the board chair used last year.
- Director Hovekamp asked if contingency planning is happening for the next fiscal year budget due to the impact of the pandemic and wondered if the budget committee might see some options at the upcoming meetings in May. Ms. Lombard replied that the budget has been created with a significantly higher amount in the contingency budget of the general fund to cover the district if revenue doesn't come in as expected. A COVID-19 impact document has been created and budgets have been cut to protect the organization and cover the services that are provided. Larkspur will be complete in September, the financial impacts of opening a new facility will be presented at the meeting as well. Additional cuts to the budget were made to allow for the opening of Larkspur.
- Director Méndez reiterated that SDCs are not the reason that building in Bend is not affordable. He would like to look at SDCs a little differently and hopes to talk about it sooner than later.
- Director Schoen said she liked the video that Director Méndez put together that is now on Facebook.

**ADJOURN** 7:16pm





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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Jason Kropf

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Ariel Méndez

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Deb Schoen

**BOARD AGENDA COMMUNICATION**

|                               |   |
|-------------------------------|---|
| <b>AGENDA DATE:</b>           | May 19, 2020  |
| <b>SUBJECT:</b>               | Approve Purchase of Fitness Equipment for Larkspur Community Center and Juniper Swim & Fitness Center |
| <b>STAFF RESOURCE:</b>        | Matt Mercer, Recreation Services Director<br>Sue Glenn, Recreation Manager                            |
| <b>PREVIOUS BOARD ACTION:</b> | Approved Larkspur Community Center Budget including FFE allocation                                    |
| <b>ACTION PROPOSED:</b>       | Approve Purchase  |
| <b>STRATEGIC PLAN:</b>        | NA  |

**BACKGROUND**

Larkspur Community Center is nearing completion and district staff is procuring furnishings, fixtures and equipment (FFE) to prepare the facility for opening. The largest procurement is for fitness center equipment. This includes cardio machines, selectorized strength machines, free weights, racks and benches. The project budget included a \$408,505 allocation for this equipment.

A committee of district staff researched fitness equipment to determine the best options for Larkspur Community Center. The majority of the preferred equipment is manufactured by Precor, a Washington State company, and distributed in Oregon by Commercial Fitness Equipment in Eugene. Competitive bidding was not necessary as all equipment was available through Sourcewell cooperative contract # 120215-PCR. The total cost of the order is \$291,762.29.

The district will be purchasing additional equipment from other manufacturers to complete the outfit of the fitness center. These purchases will be well within staff authorization limits and therefore will not require board approval. Total purchase will be under the project budget allocation for fitness equipment.

The district is also replacing 6 treadmills at Juniper Swim & Fitness Center (JSFC) as a part of the Asset Management Program. The treadmills were scheduled for replacement last year but were deferred a year in order to package with the Larkspur order for additional savings. The treadmills are the same as those being purchased for Larkspur and will also be procured through Sourcewell cooperative contract # 120215-PCR. The cost for the JSFC treadmill replacements is \$54,223.64.

**BUDGETARY IMPACT**

The Larkspur Community Center fitness equipment is budgeted as a portion of the Larkspur Community Center project in the Facility Reserve Fund. This order represents the majority of fitness equipment needs and staff expects total fitness equipment purchases, once complete, to remain below the budget allocation. The JSFC treadmill replacements are funded from the Equipment Reserve Fund. Both purchases are included in the 2020-21 fiscal-year proposed budget.

**STAFF RECOMMENDATION**

Staff recommends that the board approve the fitness equipment order from Commercial Fitness Equipment for the Larkspur Community Center project (\$292,762.29) and JSFC asset replacement (\$54,223.64) for a total amount of \$346,985.93

**MOTION**

*I make a motion to approve the purchase of fitness equipment for the Larkspur Community Center project and Juniper Swim & Fitness Center asset replacement from Commercial Fitness Equipment in the amount of \$346,985.93.*

**ATTACHMENTS**

None

**Board Calendar  
2019-2020**

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

**BUDGET MEETINGS May 26 and 28**

**June 2**

Work Session

Hollinshead Partnership Presentation – *Julie Brown and Kelly Cannon-Miller (20 min)*

Update on Opening Facilities – *Matt Mercer (20 min)*

Business Session

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

**June 16**

Work Session

Business Session

- ◆ Hold Public Hearing and Adopt Resolution No. 2020-XX – Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and Adopt Resolution No. 2020-XX – Imposing and Categorizing Taxes for Fiscal Year 2019-20 – *Lindsey Lombard*
- ◆ Adopt 2020-XX Five-Year CIP

**TBD**

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

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Transportation Discussion with CTAC– *Eric King and Susanna Julber (45 min)*

IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*

Annexation – Smallwood Property – *Sarah Bodo (10 min)*

Refund Policy – *Matt Mercer*

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

MOU for Fish Passage – *Don Horton (30 min)*

Park Services – Prescribed Fire – *Jeff Amaral (20 min)*

Recreation Report: Next Steps Program – *Monica McClain-Smith and Carolyn Creedican (15 min)*

Park Services Hard Surface Program – *Jason M and Alan Adams (15 min)*

Centennial Celebrations – *Julie Brown (20 min)*

Agreement for Riverbend South project with UDWC – *Ian Isaacson (20 min)*

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

Park Services Report: Prescribed Fire – *Jeff Amaral (30 min)*

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