



Bend Metro Park & Recreation District

October 20, 2020

Board of Directors

Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

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

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

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

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

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

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

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

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

play for life

District Office | Don Horton, Executive Director

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

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 20, 2020
SUBJECT:	River Access and Habitat Restoration Plan Update
STAFF RESOURCE:	Sarah Bodo, Park Planner Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	February 16, 2016 Project Introduction September 6, 2017 Project Update April 3, 2018 MOU with Upper Deschutes Watershed Council June 12, 2019 Application for technical assistance from National Park Service, Rivers and Trails Conservation Assistance Program July 16, 2019 Riverbend Park South project update September 3, 2019 Deschutes River Use Report December 17, 2019 Project Update
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations & Management practices
Outcome:	Be a local leader in environmental stewardship
Strategy:	Improve efforts to be responsible stewards of the natural environment

BACKGROUND

In July of 2019, the River Access and Habitat Restoration planning process for 16 parks along the Deschutes River officially began, with additional background research occurring prior to project kick-off. A key focus of the plan is the identification and prioritization of projects that balance habitat restoration and user access, and can be implemented in a fiscally prudent manner over the plan's development horizon. The plan will document existing conditions, community desires, and prioritize access and restoration projects. The plan will help address the expressed community desire for additional areas to access the river, as well as ecological impact of increased river recreation popularity.

A lot of progress has been made on the plan since staff last updated the board in December of 2019. Below are some highlights of the work completed since the last board update.

1. **Creation of Focus Group:** Over the course of a few months, staff engaged with over a dozen stakeholders to get their feedback on how best to approach plan development, and engage their group. As a result of these meetings, staff created a diverse focus group to help guide plan development, inclusive of representatives of 14 organizations. This group includes representatives from natural resource agencies, business, higher education, environmental

organizations, the City of Bend, universal access organizations and recreational organizations.

2. **Focus Group Meetings:** Staff has hosted six focus group meetings (out of an anticipated total of eight) to gather input on potential projects at 14 river parks. Note that there are 16 river parks within the project area, but no projects are being evaluated at Drake or Pacific parks, given that these parks are within the scope of another capital project. The input from the focus group has been invaluable to the planning process, and will help shape the potential project list that will be presented to the board and community for feedback this fall and winter.

One topic of continued discussion in focus group meetings is off-leash dog water access. Similar to areas to access the river, off-leash dog areas with water access was also expressed as an unmet need in the 2017 Community Needs Survey. As such, this has been a topic of discussion at many focus group meetings. On one hand, the community has expressed a desire for off-leash dog areas with water access, and on the other hand, dog access, like human access has the potential to negatively impact riparian habitat and wildlife. This is clearly an important topic that deserves adequate discussion and analysis. As such, staff is currently in the process of developing evaluation criteria to analyze possible off-leash dog water access opportunities. The focus group has provided feedback on these criteria and staff will utilize these criteria to determine potential dog off-leash water access projects. Ultimately the board and members of the public (including interested organizations) will have the opportunity to provide feedback on these potential dog off-leash water access projects prior to development of a draft plan. Feedback from the board and community will again be solicited during the draft plan review process.

3. **Community Survey:** A community survey that was available in both English and Spanish was completed in February that received 712 responses. Of these responses, 20 were completed in Spanish, with some Spanish speakers and people identifying as Latinx indicating that they completed the survey in English. Some key take-aways from the community survey include:
 - a. Top three activities: (1) trail walking, running or biking; (2) paddling; (3) floating
 - i. Note that for the Spanish survey: sitting or standing on the river bank replaces paddling as a top 3 activity.
 - b. Most used parks for top three activities: Farewell Bend, Riverbend, and Drake
 - c. Satisfaction with river access: 84% neutral or satisfied, 16% dissatisfied
 - d. There were six top concerns for river parks (each with 40-50% of respondents identifying them as a concern): bank erosion, number of people, litter, vegetation being trampled, parking availability, behavior of people.
 - i. Note that for Spanish survey: lack of trash cans was a top concern. The number of people was a low concern.
 - e. 86% of respondents feel that improving wildlife habitat along the Deschutes River is somewhat or very important.
 - f. The English and Spanish survey responses followed similar patterns except where noted above.

Additional community outreach will be completed in the new year to gather feedback on the draft projects and priorities prior to draft plan development. Community outreach will also be completed subsequent to draft plan development.

4. **Internal Outreach:** Staff have been integral to the initial vetting of focus group suggested projects at the river parks. Over the past year, the project team has been engaging with staff on an ad-hoc basis to get feedback on potential projects suggested by the focus group and to gather valuable background information to inform focus group meetings, and ultimately the plan. This outreach will continue throughout plan development.

The project team anticipates that the plan will be completed in less than a year, with a target completion in August of 2021. What follows is a high-level overview of the steps required prior to plan adoption:

- October: Board update and internal outreach
- November: Develop draft project list/prioritization
- December: Focus group meeting/feedback on project list/prioritization
- January: Board review of project list followed by public outreach
- February: Board review of public feedback
- February-April: Develop Draft Plan
- May-June: Internal, focus group, board and community review of draft plan
- July-August: Final plan development, review and adoption

As is evident in this schedule, there will be numerous future opportunities for both the board and the public to provide feedback on the potential projects and priorities, as well as the draft plan. In addition to this board meeting, staff anticipates that the project will be reviewed with the board four more times before plan adoption.

BUDGETARY IMPACT

The District's approved 2021-2025 Capital Improvement Plan (CIP) identifies a total funding allocation of \$40,000 in property tax funding for Natural Resource River Stewardship, of this \$20,000 is allocated in fiscal year 2020-2021 to assist with this planning process and to begin implementation of improvements. When completed, the plan will suggest a list of access and restoration projects, however, funding is not currently identified or allocated for implementation. It is expected that the district will work with community partners and seek grants to help fund many of the projects.

The district was also awarded a Rivers, Trails and Conservation Assistance (RTCA) Program technical assistance grant from the National Park Service (NPS) in November of this 2019. This grant provides NPS staff to support this project. The NPS provides an outside expert voice to help facilitate public meetings and share best practices and lessons learned from other communities. They are also providing feedback to the district on the proposed planning process, community engagement strategy and related materials.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None, materials will be presented at the meeting.



Board of Directors

September 15, 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 conducted the regular board meeting by video.

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

5:30 p.m. MEETING CONVENED

VISITORS

Stephanie Underhill: Ms. Underhill submitted an email stating that Bend is doing a wonderful job procuring and working with larger tracts of land for the future and would like to propose that pocket parks be considered before there are no spots available in each neighborhood. She said all open spaces and parks play a critical role in helping residents and visitors get outside and become active. Activity and socialization improve the quality of life of families with children, senior citizens and animals. Developed housing areas with no common meeting areas, pocket parks or yards often leads to lack of community cohesion and difficulties. Due to the population increase in Bend, she would like to suggest that it is time to consider small pocket parks before all older homes are replaced with medium and high-density housing and there are no spaces available.

Janet White: Ms. White submitted a letter to the board stating that she is concerned about the constant building of parks to accommodate the stampede of population to Central Oregon. She said her family has seven generations in Oregon and as natives see no reason why there is a continual beckoning of people to move here except by those who are making bundles of money from it, including taxes. She shared her opinion that the development of Bend is ruining the peaceful lifestyle and Bend is becoming “Portland on the Deschutes”. Ms. White said she objects to spending on more of these parks and other recreational pursuits when we have enough of it all. She added that taxpayers are over burdened with a lot of nonsense and non-necessities and said it is time for some good sense and limits.

WORK SESSION

1. Update on Parks and Facilities – *Michelle Healy and Matt Mercer*

Ms. Healy said there have been no new changes to guidelines for parks due to COVID-19. She said stewardship staffing has returned to traditional levels for the fall and are managing well and commented that there has been less vandalism to district properties. She reminded the board that the district has two drop off sites for voter ballots, one at the Park and Float area and one at Pine Nursery Park.

Mr. Mercer said that since last meeting, the smoke has cleared and programs have resumed. The Pavilion programs went online on Monday and will be opening up November 2 with modified scheduling for November and December. He said registration is going well.

Mr. Mercer gave an overview of programming and open skate:

- Full hockey will not be offered, will instead offer skills and drills and modified competitions
- Curling will be modified
- Open skate will be available at reduced capacity
- Skate registration will be similar to the family swim at Juniper
- Drop in visits will be allowed if space is available
- People will be guided to the outdoor area and not allowed to linger inside.

Mr. Mercer explained the following areas that the district must follow strict COVID-19 guidelines:

- Employer & Face Covering Guidance
- Childcare & Early Education: all programming for kids under 12, Team Up program is operating under this set of guidelines.
- Youth Programs (Summer Camps)
- Recreational Sports
- Fitness Related Organizations
- Swimming Pools, Spas and Sports Courts
- Indoor and Outdoor Entertainment Facilities
- Venue and Event Operators
- Outdoor Recreation Organization

Mr. Mercer next spoke about the enrollments in the Team Up program. He stated that the programs are fairly full with few waiting to get in. Distribution is fairly even over the grades, there is a slight drop off in 4th and 5th grades. Staff is trying to sort through the logistics of the program when K-3 start the hybrid school schedule and he anticipates that demand will remain steady even through the hybrid program.

Mr. Mercer said 64% of the Team Up program participants are receiving financial assistance, with the majority considered high need. The board asked if the families in this program are new to the district or have participated in other district programs through district scholarships. Mr. Mercer did not know this information, but replied that it could be cross-referenced to find out.

Mr. Mercer spoke about the financials of the Team Up program, explaining collected fees, scholarships and the gaps that have been filled by the CARES Act.

- \$193,500 in Collected Fees
- \$251,000 in Scholarships/Fee Reductions
- \$225,000 Gap
- City of Bend CARES - \$50,000
- County/Better Together CARES - \$175,000

He said without the extra resources, the district would have spent all of the district scholarship budget. He said the CARES funding has been critical to the program and will keep the district whole for the first six weeks of Team Up. As the program goes forward, the district will be able to use some internal funding as this program extends through the calendar year.

The board asked how much scholarship money the district has and if the district has participated in creating the guidelines. Mr. Mercer responded that \$420,000 was budgeted for this year, which is more than prior years. He said the district has been able to participate in some of the OSHA guidelines.

2. DEI Update – *Sarah Bodo and Natalie Broadus-Beard*

Ms. Bodo shared the background on the Diversity, Equity and Inclusion Program. She said it stemmed from the Strategic Plan that calls for development of a value statement, policies and training opportunities. She said that a DEI staff workgroup has worked on the following:

- Researched DEI approach by agencies and organizations
- Contacting consultants
- Sharing resources with staff

Through the research that has already started, Ms. Bodo said that it is recommended to begin with an assessment that gives more direction for the organization.

Ms. Broadus-Beard spoke about the consultant hiring process that has begun:

- Request for quotes
- Target to award contact by the end of November
- Scope of work to be refined with consultant
 - Assessment
 - Evaluate results
 - Action plan for next steps
 - Engage staff, the board and external stakeholders

Ms. Broadus-Beard asked the board if they had any recommendations that they would like to share. The board asked how staff plans to address the long-term goal of a more diverse staff and uphold non-discrimination requirements. Ms. Broadus-Beard responded that staff wants to ensure a welcoming and diverse workplace. She said she would like to recruit more people to the district and continue with the district outreach that is already happening for programs. Executive Director Horton said staff will be looking more broadly at DEI, but one part that staff is looking to identify is if there are roadblocks to employment at the district and how barriers can be reduced if this is identified. He added that these things will take time and the workforce is just a piece of DEI.

Ms. Broadus-Beard talked about the next steps:

- Board update once the consultant has been hired
- Budget is for this fiscal year, initiative should continue into future years

The board recommended that the assessment be conducted by the consultant and not done internally. This may cost more and the board suggested adding more funds to the budget. The board asked if the district efforts will be shared with the shared governance group (made up of representatives from other government agencies to discuss community wide issues). Executive Director Horton said that he would like the efforts by the district and the efforts by the shared

governance group to be complimentary. One of the benefits of this group may be coordinating shared trainings in DEI amongst the agencies.

CONSENT AGENDA

1. Minutes – 09/15/2020

Director Kropf made a motion to approve the consent agenda. Director Schoen seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Resolution No. 2020-10 - Update SDC project list – *Michelle Healy*

Ms. Healy said in 2019 the board adopted a new SDC methodology. She explained that the ordinance associated with the adoption of the SDC methodology allows changes to be made by resolution. The proposed change that is being requested is to the SDC project list. She said the change does not impact the total project list cost estimates. Ms. Healy said staff would like to add a new project titled Trail Acquisition and Crossings and remove a neighborhood park project by the same amount for a park that is not likely to be built within the next 10 years. This park is north of Shevlin Park Road. Enough money will be left in the park budget to acquire the land for the park if it becomes available.

The board asked for an explanation of the SDC reimbursement fund. Ms. Healy explained that reimbursement SDC's compensate ratepayers for their prior funding of capital improvements. The district rate for the reimbursement fund is about 8% and there are less restrictions on these funds. This allows the district to use this 8% to fund past projects that existing resident fees were not able to fully fund.

Director Schoenborn made a motion to adopt Resolution No. 2020-10, Amending the SDC Capital Projects List, effective October 6, 2020. Director Méndez seconded. The motion passed unanimously, 5-0.

2. Increased Contingency on Professional Services Contract for Drake Park Bank and Trail – *Brian Hudspeth*

Mr. Hudspeth said this request is an unusual request. He gave a brief background on the project and said that it is currently in the permitting process with the City of Bend. He said the contingency funds that were passed for this project have been spent on extra survey work and design changes. In addition, the State Historic Preservation Office (SHPO) has determined that Drake Park is an eligible property for inclusion to the National Historic Registrar and the stone wall removal must be addressed through a Section 106 process. As a historic piece of property, the district must develop signage that explains the history of the park and the relevance of the rock wall bank at Drake Park. Mr. Hudspeth said the cost to address the section 106 process exceeds what is left in the contingency fund and asked for an increase in the contingency. He added that the additional contingency may cause the overall project funding allocation to exceed the amount included in CIP. Staff is planning to strategize this and bring back to the board at the board workshop.

The board asked who is responsible for getting permits and if the required signage impacts the costs. Mr. Hudspeth said the contractor, GreenWorks PC, does the work to get the permits and the district signs them; he said it was a surprise to everyone that SHPO identified the rock walls as an issue to be addressed. He also confirmed that the sign costs are included in the needed additional contingency.

A board director asked if there is a concern about pushing forward this project when the district does not have all the needed easements. Mr. Hudspeth replied that it is a concern, but said he does not think that staff should stop working on the project because there is a timeline that needs to be followed that is dictated by the permits and memorandum of agreement (MOA) that has been signed with the US Army Corp of Engineers (USACE) and SHPO. He added it would take too long to get the project started again if staff were to stop. Executive Director Horton said the district has more than \$800,000 in the project and the district needs to find a way to get the easements and added that two of the seven easements needed are still being negotiated.

Director Méndez made a motion to authorize an additional \$53,900.00 of contingency for the contract with GreenWorks, PC on the Drake Park Bank and Trail Improvement Project for a total project budget not to exceed \$910,596.22. Director Schoen seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTORS REPORT

- Executive Director Horton asked two board members to volunteer to serve on the Human Resources Policy Committee to review district policies. Directors Schoen and Schoenborn volunteered.
- The meeting for November 3 is canceled due to a light schedule and the election.

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Kropf said that with the affordable housing discussion coming up, he suggested inviting Lynne McConnell to come and present to the board the city's projections of the anticipating need for SDC waiver requests. Director Hovekamp said he interested in the discussion and expressed some concern about the impact to the SDC funds.
- Director Schoenborn gave his praise to Director Hovekamp for his written response to the city regarding their request of further SDC waivers.
- Director Schoen attended a webinar on engaging local government leaders. Lakewood, Colorado planning department was discussed because they developed an online process for holding public hearings. Public participation increased by 800% with 90% of attendance occurring online. She would like to send a link to staff to look into for consideration. She suggested adding to the Executive Directors report the staff that complete the CPRP certification.
- Director Hovekamp said he is pleased with the board for signing an elected officials' letter against white supremacy. He spoke of the events that took place last weekend at Pilot Butte Neighborhood Park. He said people may be behaving in ways that they normally would not due to additional stress, but said we should never tolerate or accept prejudices, racism and white supremacy. He added that there cannot be two sides to some issues, there is only the right side. He suggested that in these stressful times, it is important to go out of our way to look for joy.

ADJOURN: 7:04 pm



Prepared by,
Sheila Reed
Executive Assistant

Nathan Hovekamp, Chair

Ariel Méndez, Vice-Chair

Jason Kropf

Deb Schoen

Ted Schoenborn

**Board Calendar
2020-2021**

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

November 3 Meeting Canceled

November 17

Work Session

- ◆ Trail IGA with City – *Henry Stroud (30 min)*
- ◆ Affordable Housing – *Michelle Healy and Lindsey Lombard (30 min)*

Business Session

- ◆ Petrosa Agreement Approval (Park Search Area) – *Sarah Bodo (30 min)*
- ◆ GMP for JSFC Pool Tank Renovation – *Bronwen Mastro (10 min)*
- ◆ MOU on Fish Passage – *Don Horton (20 min)*

December 1

Work Session

Recreation Report

Consent Agenda

- ◆ Codify Policies

Business Session

December 15

Work Session

- ◆ Receive Budget Committee Applications and Review Process – *Betsy Tucker (10 min)*

Business Session

- ◆ Alpenglow Park Contract Award – *Jason Powell (10 minutes)*

January 5

Work Session

- ◆ River Habitat Restoration and Access Plan Update – *Sarah Bodo and Rachel Colton (30 min)*

Recreation Report

Business Session

- ◆ Appoint Budget Committee Member– *Betsy Tucker (15 min)*

January 19

Work Session

Park Services Report

Business Session

February 2

Work Session

Recreation Report

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2021 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2021-22, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2020-21 – *Lindsey Lombard*

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)*

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)*

Approve Credit Card Processor Contract – *Justin/Jut/Betsy*

Update on Bi-lingual Communications – *Julie Brown and Kathya Avila Choquez (20 min)*

SDC's and Affordable Housing

Contract Award for Hollygrape ADA – *Jason Powell (10 minutes)*