



Bend Metro Park & Recreation District

February 16, 2021

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.



District Office | Don Horton, Executive Director

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

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 16, 2021
SUBJECT:	Comprehensive Plan – Level of Service Update
STAFF RESOURCE:	Sarah Bodo, Planner Henry Stroud, Planner Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

Providing park and recreation facilities to meet the demand of future population growth is one of the most important goals of the district’s comprehensive plan. The plan includes level of service targets for acres of parkland and miles of trail per every 1,000 residents. Specifically, the plan identifies the following level of service targets:

Neighborhood and Community Parks:	7.85 acres per 1,000 residents
Regional Parks:	10 acres per 1,000 residents
Trails:	1 mile per 1,000 residents

Additionally, the plan includes a second level of service target of a ½ mile walking distance from most homes to a neighborhood or community park. The district completes a “walkshed” analysis to ensure an equitable distribution of close to home park and recreation opportunities for residents throughout Bend.

These level of service targets were the basis for the project list included in the comprehensive plan. Funding for the projects is identified in the SDC capital project list, and planned for in the district’s five-year capital improvement plan (CIP). Taking into consideration funding availability, the CIP describes the proposed pace of development for new parks, trails and facilities that are necessary to meet community needs as the population increases.

District staff will provide updates on the current levels of service for acres of parkland and miles of trail per 1,000 residents as well as discuss ways we are working to fine tune the level of service targets and walkshed analyses.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

January 19, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

The board meeting can be viewed on the website:

BOARD PRESENT

Ted Schoenborn

Jason Powell, Construction Manager

Kris Knight: Executive director of Upper Deschutes Watershed Council (UDWC). Thanked the district for working with various partners and the public at large on the river project. He said UDWC looks

forward to implementing and funding some of the projects on the 10-year plan. He added that there are various areas of the plan that will include other partnerships and stated that UDWC would like to partner in the habitat restoration and education projects in the plan. He mentioned the river south project that UDWC is working on with the district and applying for grant money for the project. He appreciates the partnership and looks forward to more opportunities.

WORK SESSION

1. River Habitat Restoration and Access Plan Update – *Sarah Bodo and Rachel Colton (60 min)*

Ms. Bodo introduced Dan Miller with the National Park Service. He explained the Rivers, Trails and Conservation Assistance Program (RTCA) as a community resource. He said rivers and trails staff work with community groups and local and state governments to conserve rivers, preserve open space and develop trails and greenways. RTCA responds to requests for assistance, work on locally led and locally driven projects and provide planning and project management expertise. He said they work with a primary cooperator and a planning group on projects that are collaborative and consensus driven with a heavy emphasis on public involvement.

Ms. Colton reviewed the 16 river parks in the project scope and the existing river access points that are designated and user-created. The project needs include areas to access the river, off leash dog areas with water access, and natural area parks. Project goals include: balance access with habitat restoration, improve access points, engage diverse stakeholders and develop a fiscally sound plan. Ms. Colton shared the history of the research and analysis and the community engagement that has been done and explained that there will be ongoing internal outreach and further external outreach as well.

Mr. Miller spoke about the focus group, he said it is a diverse group to help guide plan development that was inclusive of 14 local organizations. The focus group people were invited to seven meetings and provided input on projects at 14 river parks, off leash dog water access and developed the initial project list. This draft project list was included in the board packet. Ms. Bodo said based on further evaluation, the project list was divided into priority groups. She added that all of these projects will be funded with the district general fund and through partnerships and grant funding.

Ms. Bodo highlighted Riverbend Park, Miller's Landing and Riverbend South. She also mentioned three projects that are high in priority without focus group consensus:

- Columbia Park access point: closed boat launch
- Access options for Cedarwood Trailhead: parking concerns and neighborhood compatibility
- Dog off-leash access

She said the toughest issue has been the dog off-leash areas (DOLA). Staff has been working with DogPAC and the focus group to identify potential locations for DOLAs. With the assistance of DogPAC, 18 potential locations have been identified, these have been evaluated using 11 criteria and a draft list has been created for further discussion. The draft list includes one permanent and two seasonal DOLAs. Ms. Bodo shared that there has been a lot of public comment for more sites and some comments against as well.

Next steps include more public input with surveys, community meetings, social media posts and targeted emails, this will include continued discussion of dog off-leash water access. This summer a draft plan will be created and a final plan should be available in the fall.

2. COVID Operations Update – *Matt Mercer*

Mr. Mercer gave an update on the district operations under the COVID guidelines. He said the county is operating on two-week cycles, today the guidance is showing that Deschutes County will remain in the red zone as cases have gone up again. He said staff will be running both Team Up and Kids Inc. next week with the reopening of schools; K-3 will be in Kids, Inc. and Team Up will serve kids in grades 4 and 5. He added that demand is down; the district is able to accommodate all 500 families that indicated interest in Kids Inc. with capacity at 700 and there about 200 kids are enrolled in Team Up. The district is still offering scholarship assistance up to 75 percent of fees covered and gap funds will be available to families that need more assistance. The Team Up program will adapt to the school schedule with the hybrid model of kids attending school and will provide services for the days that kids are not in school. He said the Team Up program is more challenging on the funding side because it costs more to run and serves many on scholarships. Mr. Mercer said he is planning on some funding from alternative sources. He added that staff will do as much as possible to support the needs of families so parents can work and kids don't have to be home alone.

CONSENT AGENDA

1. Minutes 01/05/2021

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

BUSINESS SESSION

1. Accept 2019-2020 CAFR – *Betsy Tucker and Brenda Bartlett*

Ms. Tucker presented the Certified Accounting Financial Report (CAFR). She said that the process is traditionally an onsite audit, but this year the audit was performed virtually. With all of the advances the finance team has made in electronic records, the audit was conducted virtually easily.

Ms. Bartlett reviewed the report with the board, she commented on how well management put the documents together and referenced the Management and Discussion Analysis (MD&A) as the best one she has read. Ms. Bartlett reviewed some of the things that the audit looks for and said it is a checking for consistencies throughout; making sure that there is not more debt than allowed, publishing process of the budget, insurance and fidelity bonds, and checks how grant funds are spent, and purchasing compliance.

She said there were no difficulties, no corrections, and no disagreements with management.

Director Méndez made a motion to accept the Bend Park and Recreation District's audited Comprehensive Annual Financial Report for the fiscal year 2019-20. Director Kropf seconded. The motion passed unanimously, 5-0.

2. Petrosa Developer Agreement Approval – Sarah Bodo

Ms. Bodo reviewed the developer agreement with Pahlisch Homes for the future Petrosa home development. The project is located in map park search area four in the northeast corner of Bend. She reviewed the trails plan and showed where trails are planned in the area. She said the masterplan has been approved by the city, and 1100 housing units will be built with a future commercial area and an elementary school site. She said the development will include open areas and 5.2-acre parcel for a park to be built by Pahlisch. The park will be conveyed to the district for ownership and maintenance and the additional open space will be managed by the homeowner's association (HOA). She said a trail along the canal would also be conveyed to the district for maintenance and paths within the neighborhood would be managed by the HOA.

Ms. Bodo reviewed the trails in development and the connections to Pine Nursery Park and pedestrian crossing over Deschutes Market Road. The developer agreement includes building a roundabout at Deschutes Market Road and Yeoman Road. She said the roundabout will need a small right of way dedication from Pine Nursery Park. This piece has been valued and Pahlisch Homes will pay for the dedication of the property. The district will reimburse Pahlisch for the development of the park.

Director Schoenborn made a motion to authorize the executive director to negotiate and execute the Park Development and Purchase Agreement with Pahlisch Homes at Petrosa Limited Partnership for acquisition and development of parkland within the Petrosa subdivision. To further the purposes of the development agreement, the board finds that approximately 6,840 square feet of district property at the northeast corner of Deschutes Market Road and Yeoman Road is not needed by the district for public use and that dedication of that property to improve pedestrian access to Pine Nursery Park will further the public interest. Director Schoen seconded. The motion passed unanimously, 5-0.

3. Approve Petrosa Neighborhood Park Master Plan – Ian Isaacson

Mr. Isaacson briefly spoke about the neighborhood park development standards. He described the location of the park and spoke about the landscape of the site, stating there are open spaces and trees on the property. He said four neighborhood public outreach meetings were held over the last two years by the developer. In addition, district staff looked at prior public outreach that was held for another park in the general area to compare to the outreach by the developer and the developer's information closely matched the public input the district recorded.

Mr. Isaacson reviewed the masterplan and showed a map of the features. He said there will be open lawn space, an active zone (bike skills course, play area), a plaza, restrooms, enhanced natural landscape, paved paths, nature trails and natural areas.

Mr. Isaacson reviewed the project budget:

- Total CIP budget: \$2,906,800
- Property acquisition: \$1,300,000
- Park development: \$1,548,800
- Owner misc. & admin. costs: \$58,000

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 16, 2021
SUBJECT:	Purchase and Sale Agreement for Shevlin West Neighborhood Park Site
STAFF RESOURCE:	Henry Stroud, Planner Don Horton, Executive Director Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	Previously discussed in Executive Session
ACTION PROPOSED:	Execute Purchase and Sale Agreement
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The district has been actively pursuing park properties in order to meet the goal of providing 7.85 acres of parkland/1,000 residents and to have a park located within one-half mile of most homes within the district. Park Search Area 9 is identified in the Comprehensive Plan and is intended to serve planned residential development within a recent UGB expansion area and the Westside Transect Zone.

Staff has negotiated the sale of an approximately 3.51-acre parcel located within Park Search Area 9. The parcel is located in the Shevlin West neighborhood development, a planned 116 lot subdivision being developed by Empire Shevlin LLC (see exhibit A). The proposed park parcel is located immediately adjacent to an 8.2-acre open space property recently acquired by the district and will have direct trail access to Shevlin Park.

Per the terms of the purchase and sale agreement (PSA), Shevlin Investments LLC will construct all of the required street frontage along the park parcel and provide a water service hookup at the property line prior to closing. Upon closing, the district will reimburse Shevlin Investments LLC for the cost of these improvements which constitute the purchase price of the property of \$147,287. The PSA also requires approval by the board, a phase 1 environmental report and a title report review as conditions prior to closing.

BUDGETARY IMPACT

The 2021-2025 Capital Improvement Plan allocates \$1,423,000 in system development charges (SDCs) for the acquisition and development of the Shevlin West property. The purchase price for the property is \$147,287. The current fiscal year budget allocates \$123,000 for the acquisition. The

change in timing of other SDC-funded projects frees up funds in this year's budget to cover the additional \$24,287 necessary for the acquisition. Separate from the purchase price, there are some other miscellaneous legal, closing and due diligence costs to complete the purchase (anticipated to be no greater than \$5,000 to \$10,000).

STAFF RECOMMENDATION

Staff recommends authorizing the executive director to execute a PSA with Empire Shevlin LLC.

MOTION

I move to authorize the executive director to negotiate and execute a Purchase and Sale Agreement with Empire Shevlin LLC for the acquisition of 3.5 +/- acres of property for an amount not to exceed \$147,287, plus all related closing, legal and due diligence costs.

ATTACHMENT

Exhibit A - Subject Property

BOARD AGENDA COMMUNICATION

AGENDA DATE:	February 16, 2021
SUBJECT:	Petition for Annexation
STAFF RESOURCE:	Sarah Bodo, Park Planner Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	2/20/18 – Approved Annexation Policy and Procedures
ACTION PROPOSED:	Adopt resolution No. 2021-02 authorizing annexation of a 100-acre property into the district
STRATEGIC PLAN:	
Pillar:	Operations & Management practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the District is maintaining its adopted level of service targets

BACKGROUND

As the City of Bend and surrounding areas develop, it becomes necessary from time to time to adjust the boundaries of the district to ensure inclusion of properties that benefit from the services provided by the district. Boundary adjustments occur through annexation, which requires either a vote or the consent of the property owner. The district primarily relies upon consenting property owners to expand its boundaries, which is typically provided in exchange for development approvals such as subdivision. The district's annexation policy identifies the process for approving annexations.

Scott and Carol Ann Smallwood request annexation for a 100-acre property made up of map tax lot number 1712070000501 (Attachment A). In order to receive approval by the county for a 10-lot subdivision of the property, the landowner is required to have a signed annexation agreement with the district.

Staff recommends that the board authorize the property for annexation to the district through resolution 2021-02 (Attachment B). The reasons for this recommendation include:

- The property lies within the urban reserve area. The urban reserve area extends beyond the Bend urban growth boundary and identifies areas of likely future urbanization. The urban reserve area designation prompts Deschutes County to require an annexation agreement (Deschutes County Code 17.44.030).
- The property is adjacent to the existing BPRD boundary.
- The property is in close proximity to existing and future parks and trails, including the Deschutes River Trail and Riley Ranch Nature Reserve, and therefore, annexation would help ensure the fair allocation of park services in this area.

If the board finds it in the public interest to include the property within the district, it may adopt resolution 2021-02 authorizing the annexation.

Other recent annexations to the BPRD boundary include:

- 383 acres Shevlin Park/Tree Farm in 2016
- 7 acres at 20990 Yeoman Road (Moran Trust) in 2017
- 77 acres of the Points North Subdivision in 2018
- 500 acres at Juniper Ridge in 2018
- 36 acres at Rockridge Park in 2018
- Deschutes County Ordinance No. 2019-001 creating the Westside Transect Zone west of Bend requires annexation of the portion of the northern property not currently within the district boundaries.
- 22 acres along Scottsdale Drive in 2020

If the request to annex is approved by the board of directors, the property owner will then file the annexation petition with Deschutes County. Once the petition is accepted by the county, a public hearing date will be set. At that time, the district would provide the executed annexation agreement to the property owner for recording and completion of the annexation process.

BUDGETARY IMPACT

Annexation will bring in tax revenues and system development charges into the district, which are necessary to support the provision of park and recreation services to the properties.

STAFF RECOMMENDATION

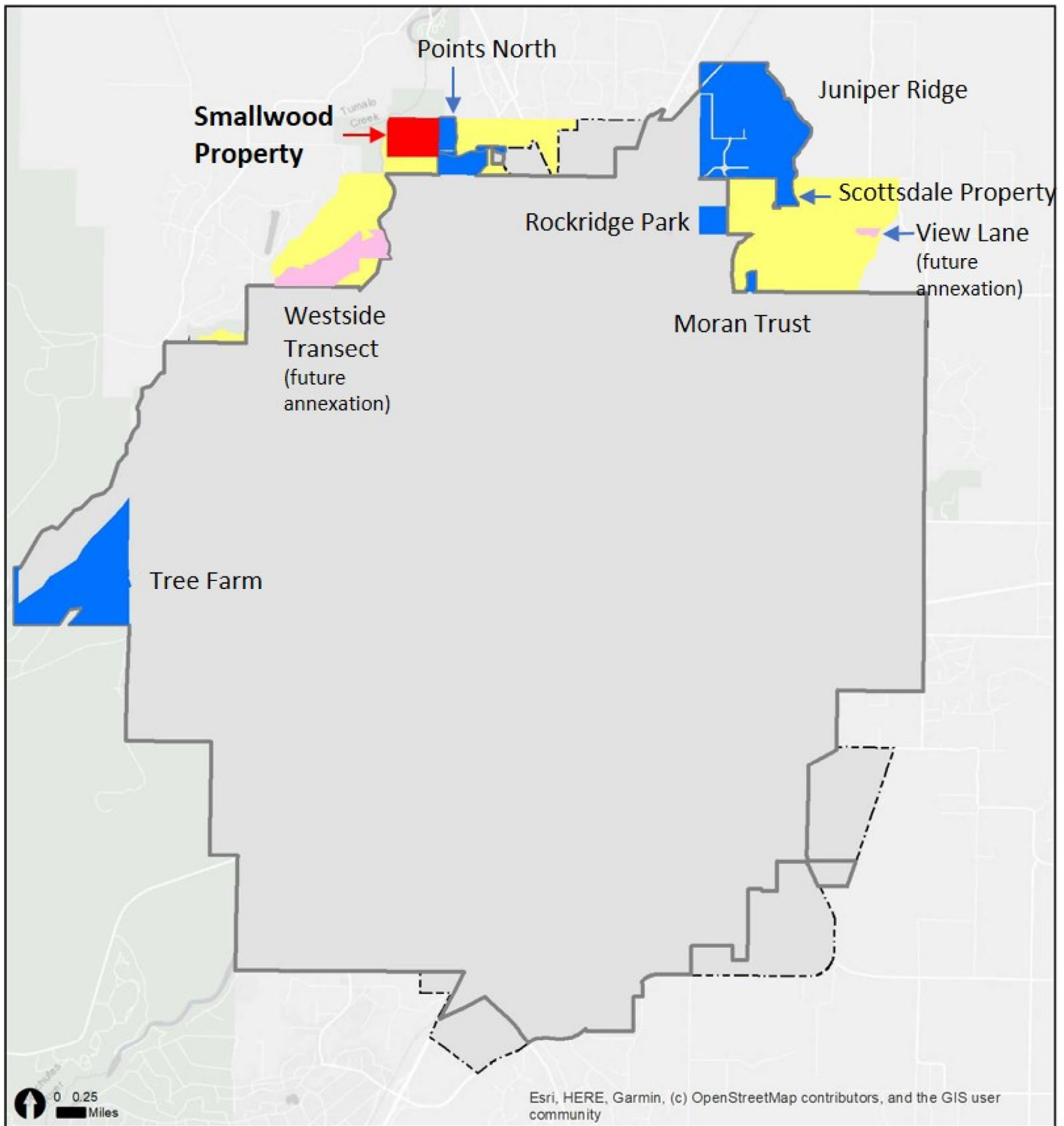
Staff recommends that the board approve a resolution to annex the subject properties into the Bend Park and Recreation District boundary.

MOTION

I make a motion to adopt resolution No. 2021-02 authorizing annexation of a 100-acre property including map tax lot number 1712070000501 to the district.

ATTACHMENTS

- A. Map of property
- B. Resolution 2021-02 Authorizing annexation of a 100-acre property



Annexations to BPRD

Updated February 2021



Legend

	BPRD Boundary		Points North (2018)
	Bend UGB		Juniper Ridge (2018)
	Urban Reserve Area		Moran Trust (2017)
	Smallwood Property (Applicant)		Tree Farm (2016)
	Scottsdale Property (2020)		Westside Transect
	Rockridge (2018)		View Lane

BMPRD RESOLUTION NO. 2021-02

A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS AUTHORIZING ANNEXATION OF AN 100-ACRE PROPERTY INTO THE BEND METRO PARK AND RECREATION DISTRICT

WHEREAS the property owner of map tax lot 1712070000501 (the “Subject Property”) requests approval from Bend Metro Park and Recreation District (“The District”) for the properties to be annexed to the District; and

WHEREAS the Subject Property is within the Deschutes County Urban Area Reserve (“UAR”). The UAR extends beyond the Bend urban growth boundary and identifies areas of likely future urbanization; and

WHEREAS the Subject Property abuts the existing district boundary; and

WHEREAS the District’s annexation agreement requires the landowner to take such actions as are necessary to annex the landowner’s properties into the District; and

WHEREAS ORS 198.857 allows a landowner to file a petition with the Deschutes County Board of County Commissioners seeking annexation into the District; and

WHEREAS ORS 198.857 also provides that the District must approve by indorsement any petitions filed by landowners seeking annexation into the District; and

WHEREAS Deschutes County Code 17.44.030 requires applicants to obtain a signed annexation agreement with District for land use approvals for properties within the UAR; and

WHEREAS the District’s Board of Directors (“Board of Directors”) finds the properties within the URA benefit from their proximity to the District’s facilities and should therefore be included as part of the District; and

WHEREAS the Board of Directors desires to memorialize its approval of petitions seeking to annex lands into the District.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The District hereby approves the petition to annex the Subject Properties into the District pursuant to ORS 198.850.
2. The Board of Directors hereby authorizes the Executive Director to execute an annexation agreement with the property owner of the Subject Properties.
3. The Board of Directors hereby further authorizes the Executive Director to approve by indorsement the petition for the annexation of the Subject Properties into the District.
4. If any section, subsection, sentence, clause, and/or portion of this BMPRD Resolution No. 2021-02 (this “Resolution”) is for any reason held invalid, unenforceable, and/or unconstitutional, such

invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law; and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Board of Directors to cure editorial and/or clerical errors.

5. This Resolution shall be effective upon adoption.

ADOPTED by the Board of Directors of the District on this 16th day of February, 2021.

Nathan Hovekamp, Board Chair

Attest:

Don P. Horton, Executive Director

Board Calendar 2021

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

March 2 Canceled

March 16

Work Session

- ◆ CM/CG Contract Closeout for Larkspur Community Center – *Brian Hudspeth (15 min)*
- ◆ Legislative Update – *Don Horton (20 min)*

Business Session

April 6

Work Session

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

Recreation Report

Business Session

April 14 Budget Tour (Tentative)

April 20

Work Session

Park Services Report

Business Session

May 4

Work Session

Recreation Report

Business Session

BUDGET MEETINGS May 18, 20 and 21

May 18 Canceled

June 1

Work Session

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*
- ◆ Adopt CIP – *Michelle Healy*

June 15

Work Session

Business Session

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)*
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)*
Park Naming Policy