



Bend Metro Park & Recreation District

April 20, 2021

# 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.



District Office | Don Horton, Executive Director

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<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 20, 2021
<b>SUBJECT:</b>	Needs-Based Assistance Report for 2020-21 and Proposed Plan for 2021-22
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	June 2, 2020 - Approved Needs-Based Assistance Plan for Fiscal Year 2020-21 February 19, 2019 – Approved Revised User Fees and Charges Policy
<b>ACTION PROPOSED:</b>	Board Approval
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	District services that are accessible to all
<b>Strategy:</b>	Develop solutions and required resources to mitigate identified barriers to participation and involvement.

**BACKGROUND**

The Needs-Based Assistance Program (NBA) is the primary way in which the district facilitates access and participation in recreation programs for those with limited financial resources. The board approved a revised User Fees and Charges Policy on February 19, 2019 which incorporated the previous stand-alone NBA Policy. The policy establishes the program goals, priorities and basic guidelines. The policy is implemented through an annual board-approved Needs-Based Assistance Plan which is then funded through the budget process.

Staff will share how NBA resources were used in the current fiscal year. The NBA program was severely impacted by the COVID-19 pandemic. Due to the number of programs cancelled and the limitations in capacity of those we were able to conduct, the demand for traditional scholarship funding was substantially lower than prior years. Additionally, all four of the targeted low-income programs that were planned for last summer were cancelled. As a result, NBA funding is estimated to require only \$165,000 of the \$412,000 budgeted. At the same time, Operation Recreation Team-Up, a program serving elementary school age youth during comprehensive distance learning, provided over \$1,000,000 in fee waivers to support the high number of low-income families who were served. CARES Act funds and private donations contributed \$450,000 while the district subsidized the balance of approximately \$550,000. This amount is not reflected as a scholarship expense in the NBA budget; however, it will be represented in the NBA report as it was another form of financial assistance to low-income residents.

Staff will then present the Needs-Based Assistance Plan for Fiscal Year 2021-22, including funding requirements for board consideration and approval. The proposed NBA Plan will be emailed to the board on no later than Monday, April 19 to provide an opportunity for review prior to the meeting.

**BUDGETARY IMPACT**

The funding requirements and resources for next year's Needs-Based Assistance program will be included in the Needs-Based Assistance Plan for Fiscal Year 2021-22 and reviewed at the board meeting.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for Fiscal Year 2021-22

**MOTION**

*I make a motion to approve the Needs-Based Assistance Plan for Fiscal Year 2021-22.*

**ATTACHMENT**

1. Approved Needs-Based Assistance Plan for Fiscal Year 2020-21
2. The proposed Needs-Based Assistance Plan for Fiscal Year 2021-22 will be provided to board by e-mail Monday, April 19.





## **Needs-Based Assistance Plan – FY 20-21**

### **Eligibility Standards**

1. High Need: Households whose incomes are at or below 130% of the current Federal Poverty Guidelines are eligible for High Needs assistance levels.
2. Moderate Need: Households whose incomes are at or below 185% but above 130% of the current Federal Poverty Guidelines are eligible for Moderate Needs assistance levels.

### **Application and Qualification Process**

1. Households must complete an application and provide documentation to determine eligibility annually. Applications may be submitted at any time. If circumstances change within the year, households may submit more current documentation for review.
2. The following documentation will be accepted to demonstrate eligibility:
  - a. Eligibility for State and Federal assistance programs that correspond with District income guidelines (SNAP, TANF and Oregon Health Plan) as demonstrated by eligibility letter, or
  - b. Copy of most recent Federal income tax returns (1040). Alternates if unavailable: SSA/SSI Benefit Statements, paycheck stubs, etc.)
3. Designated staff will review applications, determine eligibility and contact the applicant within five business days of receiving application to inform them if they are eligible for assistance.
4. The Program Administrator will consider special circumstances (i.e. lack of income documentation, homelessness, excessive medical expenses, recently changed employment status, etc.) when determining eligibility, and may make exceptions to extend Recreation Scholarship eligibility to those who otherwise may not qualify. The Recreation Director will have final approval authority for eligibility for the Recreation Scholarship assistance.

### **Registration Process**

1. Individuals must be approved for assistance before registering.
2. Participants are responsible for paying the remainder of the fee at the time of registration.
3. There are currently no limitations on the number of programs that people may register for; however, limitations may be put in place should requests exceed available funds.

## **Recreation Scholarship Assistance**

The following charts summarize the level of assistance provided to individuals through the Recreation Scholarship Program for most programs in the 2020-21 Fiscal Year.

**Table 1: Recreation Program Assistance Levels**

Program Classification	Core Programs		Complementary Programs	
Need Level	High	Moderate	High	Moderate
Disabled	75%	50%	50%	50%
Youth (18 & Under)	75%	50%	50%	50%
Senior (65+)	75%	50%	50%	50%
General Adults	n/a	n/a	n/a	n/a

**Table 2: Recreation Facility Pass Assistance Levels**

	Facility Passes	
Need Level	High	Moderate
Disabled	50%	25%
Youth (18 & Under)	50%	25%
Senior (65+)	50%	25%
General Adults	50%	25%

### **Definitions/Explanations**

1. The percentages shown in the charts represent the portion of the regular fee that is provided through the Recreation Scholarship Program.
2. Disabled is defined as individuals with permanent physical or developmental disabilities, including those qualifying for long-term disability assistance. Documentation may be required in some cases (i.e. long-term disability award letter or SSI).
3. Core and Complementary program classifications are identified through the Recreation Department's Program Assessment Tool and coded appropriately in RecTrac.
4. Some programs and services are not eligible for Recreation Scholarship assistance. This includes programs identified as specialized programs in the Program Assessment Tool (ex. personal training, advanced instruction), private services (ex. facility rentals, concessions) and low cost programs already heavily subsidized (ex. Senior Center social programs).
5. Recreation Scholarship assistance for programs offered through independent contractors is limited to 25% for both high and moderate need households unless the independent contractor opts in to match the District in which case assistance is 50%.
6. The Recreation Scholarship Program does not apply to the Out-of-District portion of the fees. Non District Residents must pay the full Out-of-District fee; however, they are eligible for scholarship assistance on the In-District fee.

### **Targeted Programs for Low Income Families**

The following programs serving low income populations are funded fully or partially by Needs-Based Assistance.

1. **Housing Works Summer Program.** The district provides a summer day camp program similar to Operation Recreation for children ages 6-11 years old at the Ariel Glenn housing community. Housing Works provides the facility at no charge and contributes \$15,000 to the cost of operating the program. The program is available to residents of Ariel Glenn, Ariel South and Healy Heights at no charge. The program requires an estimated \$23,000 in Needs-Based Assistance funding to cover the direct costs of providing the program.
2. **Discover the Outdoors.** The district provides a van-based program to give youth the opportunity to experience many of the outdoor opportunities that the area has to offer. Eight, one-week, all-day sessions serve a different group of youth each session. Youth are identified through outreach efforts by district staff and community partners. The program is partially supported by a US Forest Service/Children's Forest of Central Oregon Youth Engagement Strategy grant in the amount of \$5,000. The program requires an estimated \$6,900 in Needs-Based Assistance funding to cover the direct costs of providing the the program.
3. **Days of Play.** The district offers Days of Play at up to six park sites targeting lower income and underserved neighborhoods. The free weekly, eight-week program offers games, crafts and other recreational activities targeting children 4-10 years old. Bend LaPine Schools provides the summer lunch program at these sites and other community partners frequently participate. The program is partially supported a \$5,000 donation from the Bend Park and Recreation Foundation. The program requires an additional \$10,000 in Needs-Based Assistance funding to cover the direct costs of providing the program.
4. **FAN Voucher Program.** The district distributes credit vouchers to FAN advocates serving the various Bend area schools. The vouchers allow participants to register for programs at no fee. The vouchers are distributed by the FAN advocates to youth and families who would be unlikely to have the resources to participate in district programs even with a recreation scholarship. The Needs-Based Assistance funding requirement for this program is \$10,000.



## **Free and Low Fee Programs and Services**

In addition to individual program participation funded directly through Needs-Based Assistance, the District also provides a variety of free and low cost programs and special events designed to reach all residents. These programs are funded through the Recreation Department Outreach budget and other division budgets. Planned free and low cost programs for 2019-20 include:

- Free Family Nights at JSFC – Swimming, games, crafts and more offered monthly.
- Family Skates at The Pavilion – Low fee family skate opportunities on most Sunday mornings.
- Senior Social Programs – Free and low fee social-oriented programs for seniors at the Bend Senior Center including dances, movies, book clubs, cards, games and more.
- Senior Resource Services – Free education and resource sessions for seniors at the Bend Senior Center offered in partnership with a variety of local agencies.
- Free Community Events – District produced events including 4<sup>th</sup> of July Pet Parade & Old Fashioned Festival, Let's Picnic and Senior Health Fair. This also includes participation in partner events including Discover Nature Days and Festival (Children's Forest of Central Oregon), Learn to Fish Day (ODFW), etc.
- Cancer Survivor Programs – Free yoga and water exercise classes for cancer survivors. Offered in partnership with Tour des Chutes.

## **Funding**

### **1. Funding Requirements**

Recreation Scholarship Fund	\$411,990
Targeted Programs for Low Income Families	<u>\$39,900</u>
Total Requirements	\$451,890

### **2. Funding Sources**

General Fund	\$283,290
Cell Tower Leases	\$63,600
Sponsorships/Advertising	\$60,000
Bend Park and Recreation Foundation Donations	\$20,000
Grants and Partnerships	<u>\$25,000</u>
Total Resources	\$451,890

Additional funding that is not shown in the proposed budget but is distributed in coordination with the Needs-Based Assistance program include:

- Opdycke Fund – Supported by the Opdycke family donations and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees. \$10,000-\$15,000 in funds are expected to be distributed in the 2020-21 fiscal year.

- Gap Fund – Supported and managed by the Foundation, this fund provides financial assistance to those who need support above and beyond what the District’s Scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs, and transportation to and from programs. \$1,000-\$2,000 in funds are expected to be distributed in the 2020-21 fiscal year.

### **COVID-19 Impacts**

This plan and budget were completed before knowing the extent of the impact that the COVID-19 pandemic would have on recreation services. We know at this time that many summer programs will not be able to occur as planned and that facilities will operate at substantially reduced capacity. This will result in lower participation levels and a corresponding decrease in demand on the Recreation Scholarship Program. It is also unlikely that any of the targeted summer program will take place resulting in a savings of nearly \$40,000. As facilities and programs resume more normal operations we anticipate the need for financial assistance to grow due to lingering economic hardships caused by the COVID-19 pandemic. This increased need, however, is unlikely to be greater than the savings that will be realized over the summer months. As a result, staff believes that the original proposed plan and budget is sufficient to meet the need for the fiscal year.

**BOARD AGENDA COMMUNICATION**

**AGENDA DATE:** April 20, 2021

**SUBJECT:** Legislative Update

**STAFF RESOURCE:** Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** None

**STRATEGIC PLAN:** NA

**BACKGROUND**

The Oregon Recreation and Park Association (ORPA) represent member agencies in Salem during each legislative session. ORPA hires a lobbyist which is partially funded by Special Districts Association of Oregon (SDAO). The ORPA Board of Directors appoints a legislative committee to work on behalf of the board on legislation issues that could have an impact on the park and recreation profession. Don Horton has been the chair of the ORPA legislative committee for the past decade.

Rainmakers Government Strategies, headed by Cindy Robert, is the firm that works for ORPA and the legislative committee. Ms. Robert provides periodic reports for the committee and ORPA board during the legislative session and a more detailed report at the end of the session

In the work session Don Horton will go over the pertinent legislation affecting district operations.

**BUDGETARY IMPACT**

NA

**STAFF RECOMMENDATION**

NA

**MOTION**

NA

**ATTACHMENT**

None

April 6, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

***The board meeting can be viewed on the website:***

**BOARD PRESENT**

**STAFF PRESENT**

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

Melissa Chelf: Ms. Chelf supports keeping Columbia Park river access open. Ms. Chelf was part of the neighborhood organization petition that was signed and sent to the board in support of reopening the access point. She said the overcrowded parking at McKay is prohibitive to watercraft access and asked the board to consider this in the decision. She said having a local access that neighbors can walk to is preferred. Ms. Chelf complimented staff on the work that they have done to be receptive to her and the neighbors on this issue.

## **WORK SESSION**

### **1. River Habitat Restoration and Access Plan Update – *Sarah Bodo and Rachel Colton***

Ms. Colton shared the community outreach process for the River Habitat Restoration and Access Plan. She said the following tools were used to engage the public:

- Website
- Social media (Twitter, Facebook in English and Spanish)
- Press release
- Email notifications
- Virtual community meetings
- Focus group meeting on dog off-leash water access
- Survey that received nearly 1,000 responses

She said the survey responses have been summarized as the following:

- Most common neighborhood for respondents –River West (19%), SW Bend (12%) and Southern Crossing (10%)
- Most popular activities -trail walking, running or biking (84%), paddling the river (50%) and visiting a park along the river (31%)
- Parks most frequently visited -Farewell Bend Park (77%), Riverbend Park (70%) and Drake Park (64%)
- River access satisfaction -75% indicated they were satisfied, 13% indicated they were dissatisfied and 12% had no opinion
- Every project received majority support

Ms. Colton next reviewed each project summary:

- Cedarwood: Majority of respondents supported no changes to the parking in this area.
- Farewell Bend: Majority of respondents provided feedback regarding support for additional parking. This was the most popular project by a significant margin and ranked as the most important project.
- Riverbend Park Permanent Dog Off-leash Access: Majority of respondents supported a permanent access point.
- Miller's Landing: Respondents supported closing the downstream access and improving the boardwalk access.
- Columbia Park: Significant public comments in opposition to closure of access points.
- Pioneer Park: Support for removal of the rock wall was limited.

Overall, Ms. Colton said the most important projects identified include:

Farewell Bend Park–installation of additional parking and loading zone:26%

Spanning the river–installation of signage and kiosks: 15%

Riverbend Park–permanent dogs off-leash water access:15%

River dog off leash areas received mixed support, at this time no additional areas are being proposed. Ms. Colton reviewed the challenges to locating dog river access areas.

- Proximity to residential units
- Limited park property depths
- Conflict with existing uses in heavily utilized parks
- Impacts to habitat areas
- Dog safety

Ms. Bodo reviewed the staff recommended project changes:

Cedarwood Trailhead Parking Options: Remove project from the list, resulting in no change to the parking area

Farewell Bend Parking Project: Change priority from low to medium.

Seasonal DOLAS: Remove seasonal DOLAs at Riverbend and Farewell Bend beaches from the project list.

Columbia Park: Maintain designated access point, close user created access point.

Pioneer Park: Remove project from the list

Next steps

April-June: Development of draft plan

Summer: Focus group, staff, community and board feedback on draft plan

Fall: Finalize plan and bring to the board for adoption

The board discussed the staff recommendations. Director Méndez suggested a district policy on parking that directs staff on when to add parking, and makes considerations for charging for parking and addresses other parking issues. Executive Director Horton said staff is beginning to look at parking standards, he said it can be difficult to determine parking needs at inception of some projects, remarking that it is easier to determine parking needs for sport fields. He further commented that equity in access needs to be considered with parking. The board supported the idea that equity and public access must be considered in a parking policy. Some comments from the board ranged from making parking safer at Farewell Bend Park with added and diagonal parking to shared concerns about encouraging more traffic and the harm to the environment.

The board supported keeping the Columbia Park access open if able. There was a discussion around some of the negative behaviors related to the access point and the board expressed support for the city to restructure the bridge to prevent bridge jumping in that area. Executive Director Horton shared with the board that by increasing positive activity in the area, it can help discourage the negative behaviors. Ms. Bodo added that the river access will remain closed this summer and likely next summer as well.



The board supported the rest of the staff recommendations on the river projects. The board commended staff for the well thought out recommendations.

## 2. Trails Update – *Henry Stroud*

Mr. Stroud explained the existing urban trail system. There are 108 miles, 89 are primary trails and the district maintains 67 miles. He said the district comprehensive plan and city of Bend transportation plan help the district to develop trails.

Mr. Stroud spoke about the Level of Service for trails and discussed the following:

- Priority
  - Develop new metrics to evaluate the level of service
- Completed in 2020
  - Expanded “walkshed” analysis to trails
  - Worked with Collective Impact Bend to research equity mapping
- Next Steps
  - Establish target metric for walkshed analysis
  - Continue supporting Collect Impact Bend’s equity mapping project

Mr. Stroud said the Equity Mapping and Trail Planning is in the early phases and spoke about the following:

Possible indicators

- Aggregate equity score
- Specific indices: transit dependency, population density

Likely outcomes

- Help prioritize investments in trail projects
- Influence design decisions
- Fine tuning existing trail plan map

Mr. Stroud said staff has been working on the following:

### **City of Bend coordination:**

Completed in 2020

- Drafted trail maintenance IGA
- Bend code review and recommendations
- Drake Park Bridge replacement grant application

Next Steps

- Continue to coordinate low stress network and district trail projects
- Safe routes to parks planning

### **Trail outreach and Wayfinding**

Priority

- Improve usability of trail system

Completed in 2020

- Updated printable trail maps and trail description on website

Next Steps

- Update Adventure Planner
- Update website with more detailed accessibility information
- Inventory existing trail wayfinding signage

### **Trail Crossing inventory**

Priority

- Evaluation safety of all existing trail road crossing

Completed in 2020

- Developed evaluation methodology based on AASHTO guidelines

Next Steps

- Complete evaluations, prioritize intersection upgrades based on results.

Mr. Stroud reviewed the following projects with the board:

### **Deschutes River Trail North**

Priority

- Extend trail to Riley Ranch Nature Reserve, waiting on an easement
- Enhance parking/access to trail

Completed in 2020

- Safety upgrades at Mt. Washington Road crossing

Next steps

- Secure remaining rights of way
- Explore options for additional parking
- Pursue parking and trail upgrades through private land development
- Coordinated with city on Archie Briggs crossing update

### **Manzanita-Outlook Trail Loop**

Priority

- Complete the Manzanita-Outback Trail Loop

Completed in 2020

- Opened the Outback Trail connecting Discovery Park and Shevlin Park
- Acquired several easements/key properties
- 1.9 miles of the Manzanita Trail constructed

Next steps

- Secure remaining easements
- Finalize permanent alignment of the Outback Trail

### **North Unit Canal Trail**

Priority

- Complete the trail between Canal Row Park and Yeoman Road

Completed in 2020

- 0.4 miles of trail constructed
- Title research for all the parcels in trail corridor
- Construction plans for Canal Row trail connection

Next steps

- Secure trail easements from all private land owners
- Enter into managing partner agreement with NUID/BOR
- Ensure safe crossing of Deschutes Market Road

### **CO Historic Canal Trail West**

Priority

- Improve conditions between DRT and Reed Market Road

Completed in 2020

- Awarded 64k grant for crossing upgrades
- Crossing upgrades to 3<sup>rd</sup> street

Next Steps

- Complete crossing upgrades
- Formalize proposed improvements to existing trail

### **CO Historic Canal Trail East**

Priority

- Extend trail to Hansen Park

Completed in 2020

- 1 mile of 15<sup>th</sup> Street connector trail constructed
- Began construction of Alpenglow Bridge
- Safety Upgrades to 15<sup>th</sup> St, Crossing

Next Steps

- Continue coordination with DSL and other developments
- Pursue remaining rights of way/explore alternative alignments

### **Arnold Canal Trail**

Priority

- Study feasibility of trail between Caldera High School and Baker/Knott interchange

Next Steps

- Coordinate with ODOT on IAMP and Lava Butte Trail development

Mr. Stroud explained the overall next steps:

- Continue implementation of planned trail projects
- Continue to develop new level of service metrics and equitable trail planning strategy
- Compile "Trail Action Plan"
- Continue close coordination with COB on development of Urban Trail System and Low stress Network

### 3. Recreation Update – *Matt Mercer*

Mr. Mercer said Deschutes County is moving out of the yellow guidance and back into the orange (high risk) status. He explained that the two-week grace period does not apply to the county with this movement. This Friday, district operations will be reduced in capacity for the next two-weeks. He expressed concerns if the level continues to go up. He said another challenge is frontline part-time staffing has been an issue. The district has posted hiring notices in many and various places. This will impact the district's ability to serve the community. He mentioned staffing for childcare and lifeguards as the biggest staffing problems in the district. Mr. Mercer said a lack of lifeguard staffing limits the ability to open up more pool opportunities at Larkspur Center. He said some of the causes are lower employment rate of high school and college aged students nationwide, unemployment payments exceed part-time pay, cost of living is too high for a part-time wage, competition for employment in the area, and the district pay equity practices does not allow for wage increases.

Mr. Mercer said he has good news to share as well. On Friday, staff wrapped up the Team Up program, ice season ended on Saturday and Larkspur Community Center opened yesterday. Summer programming has been completed and will be ready to offer to the public this month. Tours have been offered for the Larkspur Center and over 900 people have toured the facility. There have been about 900 people that have used Larkspur Center in the first two days. Lap swimming has opened up to two people per lane, increased the time and serving more people. Patrons are impressed with the new facility and excited to use it. He said it was a team effort by all areas of the district to make the opening run smooth.

Team Up has ended, he said it is important to celebrate this need that the district provided to the community that was outside of normal operations. He said there were 400-500 kids in the program at any given time, with two thirds of the participants on financial assistance. CARES money and district funds were used to support this program. The district built a lot of positive relationships in the community for the work and financial support of the childcare program.

Mr. Mercer said ice season wrapped up and despite the restrictions, served more people than any other year. The community wanted things to do and trusted the district to have a safe program. The Wally Cup ended the season with 150 teams participating. Ice is being removed and roller sport season will begin.

Spring sports have started, the district has 1500 registrations for the various sports. Spring is busiest field use season. Summer registration will be offered April 20. A digital Playbook is in development. He said there have been many big milestones and events that are happening, and staff is working toward offering all the services to the community.

### **CONSENT AGENDA**

1. Minutes 03/16/2021

***Director Schoenborn made a motion to approve the consent agenda. Director Méndez seconded. The motion passed unanimously, 4-0. Director Kropf did not vote.***

Executive Director Horton thanked everyone for participating in the opening of Larkspur Center. He thanked staff and the board for supporting him while he was away. He said the city put out a call for the community to be a part of the transportation bond and asked the district to be a participate. Henry Stroud will likely be the district representative.

## BOARD MEETINGS CALENDAR REVIEW

- Director Kropf said he appreciates staff that created and put together the Team Up program for the community.
- Director Schoen said she walked the COID property with a group recently, she said she looks forward to further discussions.
- Director Schoenborn said it is a privilege to attend and listen to quality presentations. He commended staff for their professionalism.
- Director Méndez would like the board to consider input on a redraft on the MUTCD (Manual on Uniform Traffic Control Devices), the manual that provides standard guidelines for road designs across the United States. He explained some examples of how he thinks it effects the park district. He mentioned other local agencies that are interested in writing a letter as well. He added this document could promote pedestrian safety. He suggested waiting to see what the city council decides on the issue tomorrow evening.
- Director Hovekamp shared a thank you card that was sent to the board. The card thanked the district for Riley Ranch. He also commented on staff presentations remarking the outstanding quality.

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Ted Schoenborn

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 20, 2021
<b>SUBJECT:</b>	Public Contract Award for Portable Restrooms and Services
<b>STAFF RESOURCE:</b>	Justin Sweet, Business Analyst Sasha Sulia, Superintendent of Park Operations
<b>ACTION PROPOSED:</b>	Award Public Contract
<b>STRATEGIC PLAN:</b>	NA

**BACKGROUND**

Portable restrooms are used across the district to provide additional capacity and extend restroom availability on a seasonal basis. The previous contract with Little John's Portable Toilets has expired and needs to be replaced.

To enter into a new contract for these services, the district completed a competitive procurement process by publicly advertising a formal request for proposals (RFP) on February 22, 2021. In response to the RFP, two proposals were received, these proposals were diligently reviewed by the evaluation committee consisting of three district staff members. Little John's Portable Toilets was determined by the evaluation committee to provide the most advantageous offer.

The resulting contract with Little John's Portable Toilets will have a term effective beginning when signed by both parties, through March 31, 2022, with the option to renew the contract annually for four additional one-year terms.

**BUDGETARY IMPACT**

Assuming a standard level of service, an approximate 11% increase in pricing under the new contract will result in an estimated cost of \$78,235 during fiscal year 2021 – 2022. If all optional contract renewals are exercised, an estimated total of \$391,177 will be spent over five years. Increased restroom usage due to the pandemic will likely result in additional expenditures, the extent and duration of which is unknown at this time.

An average of \$70,899 was spent each fiscal year during the period of 2018 – 2021.

**STAFF RECOMMENDATION**

Staff recommends that the board award a contract to Little John's Portable Toilets, as Little John's Portable Toilets has the specialized skills, knowledge, and resources available to accomplish the district's needs.



**MOTION**

*I make a motion authorize the executive director to award a contract to Little John's Portable Toilets, for portable restrooms and services.*

**ATTACHMENT**

None

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 20, 2021
<b>SUBJECT:</b>	Public Contract Award for Credit Card Processor
<b>STAFF RESOURCE:</b>	Justin Sweet, Business Analyst Dave Arnold, IT Manager Jut McDaniels, IT Specialist
<b>ACTION PROPOSED:</b>	Award Public Contract
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	Financial well-being supported by strong business practices
<b>Strategy:</b>	Invest in services that provide the greatest community benefit while maintaining financial stability

**BACKGROUND**

Credit and debit card payments accepted both online and in-person for the district's variety of fees for facility passes, programs and rentals are currently processed by a third-party gateway contractor (Plug n'Pay) integrated with the district's recreation management software (RecTrac provided by Vermont Systems Inc.). The contract between Plug n' Pay and the district has expired and needs to be replaced.

To enter into a new contract for these services, the district completed a competitive procurement process by publicly advertising a formal request for proposals (RFP) on March 8, 2021. In response to the RFP, one proposal was received on-time from Vermont Systems, this proposal was reviewed diligently by the evaluation committee consisting of three district staff members. PayTrac, Vermont Systems internal payment processing solution was determined by the evaluation committee to provide the most advantageous offer, exceeding the district's requirements. The resulting contract will have a term effective when signed by both parties, through June 30, 2026, with the option to renew the contract annually for five additional one-year terms.

The transition to a new provider will allow the district to implement several benefits, including installment billing, chip-enabled card readers, and point-to-point encryption (data is encrypted from the point of interaction until the data reaches the solution provider's secure decryption environment). The district currently uses the services of Plug n'Pay as the third-party gateway provider and Elavon as the credit card processor – two different businesses. Switching to Vermont Systems will move to a single source provider, using PayTrac as the third-party gateway and WorldPay as the credit card processor.

**BUDGETARY IMPACT**

The budgetary impact is unknown at this time, as negotiations on fees are ongoing. The district currently pays fees to both Plug n'Pay and Elavon, and will now be paying fees to one provider (Vermont Systems) for both services.

**STAFF RECOMMENDATION**

Staff recommends that the board award a contract to Vermont Systems Inc.; Vermont Systems has the specialized skills, knowledge, and resources available to accomplish the district's needs.

**MOTION**

*I make a motion to authorize the executive director to award a contract to Vermont Systems, Inc., for credit card processing.*

**ATTACHMENT**

None

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 20, 2021
<b>SUBJECT:</b>	Railroad Overpass Agreement for Pedestrian Bridge at Alpenglow Park
<b>STAFF RESOURCE:</b>	Ian Isaacson, Project Manager Brian Hudspeth, Development Manager
<b>GUEST PRESENTER:</b>	Paul Taylor, Bryant, Lovlien, Jarvis
<b>PREVIOUS BOARD ACTION:</b>	July 15, 2014, Approved Land Acquisition; June 6, 2017, Approved Park Name; October 3, 2017, Approved Professional Services Contract; March 6, 2018, Adopted Master Plan; July 17, 2018, Approved Amendment to Professional Services Contract; July 16, 2019, Approve Amendment to Professional Services Contract for Alpenglow Park; September 2, 2019, Approve Utility Construction Agreement; August 18, 2020 Approve 15 <sup>th</sup> Street Trail Bridge Construction Contract; January 5, 2021, Alpenglow Community Park Contract Award
<b>ACTION PROPOSED:</b>	Authorize executive director to execute an Overpass Agreement and any associated documents with BNSF Railway
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Ensure the district is maintaining its adopted level of service targets

**BACKGROUND**

Safe pedestrian and bicycle access to the new Alpenglow Park and neighboring school properties was identified by the community as a high priority need during the park planning and design process. To accommodate this need, the district included a bicycle and pedestrian bridge over the Burlington Northern Santa Fe (BNSF) railway in the park design. The bridge will link the neighborhoods on the west side of the railroad tracks to the new park and schools on the east. (See attachment A).

The district has been working with BNSF, city of Bend and the adjacent landowners to design and permit the pedestrian bridge. To build the bridge and obtain the necessary easements over the railway line, the district must execute an Overpass Agreement and associated documents with

BNSF. The district has been working with BNSF to clearly identify the roles and responsibilities outlined in the Overpass Agreement, which covers the design, permits, easements, construction and ongoing maintenance once the bridge is complete. During the meeting staff and legal counsel will explain the project and requirements of the necessary Overpass Agreement.

**BUDGETARY IMPACT**

Once fully executed, estimated costs to the district associated with the BNSF Overpass Agreement are approximately \$10,000. These fees have been accounted for in the park development budget and will be paid using system development funds allocated to this project.

**STAFF RECOMMENDATION**

Staff recommends that the board authorize the executive director to finalize and execute the Overpass Agreement and associated documents with BNSF to build the pedestrian bridge.

**MOTION**

***I move to authorize the executive director to finalize and execute the Overpass Agreement and any associated documents with BNSF Railway to build the Alpenglow Park pedestrian bridge.***

**ATTACHMENT**

Attachment A: Map of proposed pedestrian bridge







## Board Calendar 2021

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

### **May 4**

Work Session

Business Session

### **BUDGET MEETINGS May 18, 20 and 21**

**May 18** Canceled

### **June 1**

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*
- ◆ Adopt CIP – *Michelle Healy*

### **June 15**

Work Session

- ◆ DEI Update – *Sarah Bodo (30 min)*
- ◆ Strategic Plan Update – *Rachel Colton*

Business Session

### **July 6**

Work Session

Business Session

- ◆ Elect Board Chair and Vice-Chair
- ◆ Approve Board meeting dates and time
- ◆ Appoint Board Secretary
- ◆ Appoint Legislative Liaison
- ◆ Approve Executive Director's Review – *The Board (15 min)*

### **July 20**

Work Session

Business Session

**August 3**

Work Session

Business Session

**August 17**

Work Session

Business Session

**September 7**

Work Session

Business Session

Trails IGA with City – *Henry Stroud*

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

Recreation Programming Plan – *Matt Mercer and Michael Egging*

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

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

Park Naming Policy