



Bend Metro Park & Recreation District

October 05, 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.

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

October 05, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

The board will meet virtually via Zoom.

To join the meeting virtually, please use this link:

<https://us02web.zoom.us/j/82865152389?pwd=K2NNTjFBcVpDNmZPaThGcTJxbXV4Zz09>

Passcode: 006102

Join by phone, toll-charges may apply:

1 253 215 8782

Webinar ID: 828 6515 2389

Passcode: 006102

5:30 p.m. CONVENE MEETING

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Members of the community who wish to make public comment may attend the meeting virtually. To provide a public comment, click on the "Raise Hand" option. You will be called into the meeting in the order received. Visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less and relevant to a topic on the agenda. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

WORK SESSION

1. Park Services Update: Water Management – *Mike Duarte and Sasha Sulia (20 min)*
2. River Plan – Summary of public input and recommended plan changes – *Rachel Colton (20 min)*
3. Recreation Service Level Updates and ARPA Funding Request – *Matt Mercer (30 min)*

CONSENT AGENDA

1. Minutes: 09/07/2021

BUSINESS SESSION

1. Approve Amendments to the 2022 – 2026 Capital Improvement Plan – *Michelle Healy and Brian Hudspeth (20 min)*
2. Award Construction Contract – Big Sky Park Infrastructure – *Jason Powell (15 min)*
3. Naming Committee Selection – *Rachel Colton (10 min)*
4. Approve Design Consultant Contract – Golf and Country Club Site Project 155 (neighborhood park) – *Brian Hudspeth (15 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT – In Board Packet

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 5, 2021
SUBJECT:	Landscape Water Management
STAFF RESOURCE:	Mike Duarte, Landscape Manager Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Be a local leader in environmental stewardship.
Strategy:	Improve efforts to be responsible stewards of the natural environment.

BACKGROUND

Water management is a significant priority and responsibility for the Park Service landscape division. It encompasses everything from conservation measures, irrigation installation and maintenance, billing, and managing the district's water rights. Due to the historic drought conditions, there is even more focus on water conservation across the entire region.

The district assists in water conservation efforts whenever possible for example, we voluntarily reduced irrigation across all landscapes by 10% during the driest months, June-August. The landscape division also maintains the irrigation system to the highest standard possible. This is done by converting the irrigation system to smart controllers (a system that measures evapotranspiration rates and then allies this calculation to the amount of water needed in order to not over-water landscapes). Another way is by using EnergyCap, a utility management system, to quickly discover and fix irrigation leaks. These are just a couple examples of the measures the district is taking to conserve water.

During the work session, staff will provide information about the district's water management program, conservation efforts and explain the details of the district's water rights program.

BUDGETARY IMPACT

None at this time.

STAFF RECOMMENDATION

None, information provided for discussion only.

MOTION

None, information provided for discussion only.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 5, 2021
SUBJECT:	River Access and Habitat Restoration Plan Summary of Public Input and Recommended Plan Changes
STAFF RESOURCE:	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; October 20, 2020 Project Update; January 19, 2021 Draft Project List; April 6, 2021 Public Comment; August 3, 2021 Draft Plan
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations and Management practices
Outcome:	Be a local leader in environmental stewardship
Strategy:	Improve efforts to be responsible stewards of the natural environment

BACKGROUND

On July 21, the district released the Draft Deschutes River Access and Habitat Restoration Plan (draft plan) for public input. The official comment period for the draft plan spanned through August 20, and staff received a total of 38 comments. This feedback was received a variety of ways including via the comment form on the project webpage, emails to staff, public meetings and a focus group meeting. In addition to the 38 public comments received, district staff provided an additional eight comments, for a total of 46 comments on the draft plan.

The comments covered a variety of topics including:

- **Appreciation and disagreement regarding the Columbia Park** project – The draft plan proposes to maintain and improve the designated access point at Columbia Park. Public feedback voiced both support for this project, as well as opposition. The Columbia Park project continues to be one that elicits strong response from the community.
- **Suggested project ideas** – The community suggested two new projects including (1) the addition of swimming access, specifically on river left (west side) of First Street Rapids Park and (2) improvement to accessible access at McKay Park.

- **Education and interpretive signage ideas** – The public voiced support for continued education and interpretive signage to educate river users.
- **Importance of preservation of the natural environment** – A number of commenters voiced concern regarding habitat impacts and support for preservation of the natural environment.
- **Disappointment in only one off-leash dog water access** – A few commenters expressed concern over only providing one designated off-leash dog water access.
- **Park Management** – Comments were received regarding rule enforcement, concession and sanitation at access areas.
- **Out of scope** – Numerous comments were received that were outside of the scope of the draft plan from a location, or type of project perspective.
- **Project Grant Opportunities** – The public provided input regarding the use of transient room tax (TRT) and grant monies from the Oregon State Marine Board (OSMB) to help fund the draft plan implementation.

Based upon this public feedback, staff is recommending the following changes to the draft plan:

- **McKay Park: Accessibility improvements for river access** – McKay Park currently includes an accessible walkway to the water to facilitate access for less able-bodied individuals. Over time, sand intrusion on the path has proven to be a challenge, and community members have identified potential improvements to the existing transfer station at the water’s edge. In order to address these identified issues, staff recommends adding an accessible access improvements project at McKay Park to the draft plan. After completing a project priority analysis, it was determined that if added to the plan, this project would be a high priority.
- **Harmon Park: Improve access** – This project is current identified as project 22 in the plan. Based upon additional sites visits, staff is recommending minor changes to this project. Specifically, it was confirmed that the dock is in good condition and work is not necessary at this time. As such, that project element can be removed. To improve access, staff recommends removing the existing gate at the water access to make this designated access point more welcoming to the community.

The project team anticipates that the plan will be completed in Fall of 2021. What follows is an overview of the steps required prior to plan adoption:

- October: The project team will update the draft plan based upon board, community and staff feedback. A final plan will be completed and shared with the board and public for final review and feedback.
- November: Final plan review and approval, and then plan implementation.

BUDGETARY IMPACT

The district’s approved 2022-2026 Capital Improvement Plan (CIP) identifies \$151,000 in property tax funding and \$200,000 in potential grant funds for Natural Resource River Stewardship over the next 5 years. This current fiscal year the CIP allocates \$31,000 in property taxes 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 of the majority of projects. Funding for

these projects will come from property tax and it is anticipated that many, if not all of these projects, will require some element of partnership and grant funding in order to move forward. The goal of the plan is to implement all of these projects over the course of the document's planning horizon, however, this will be contingent upon identifying successful partnerships or grants to facilitate project implementation.

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 2019. This grant provided NPS staff to support this project. The NPS provided 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

ATTACHMENTS

None

Mr. Stroud explained the scoring criteria of the evaluation. As a result of the refocus, the highest scoring trail projects include the North Unit Canal Trail, CO Historic Canal Trail from Reed Market Road to Hansen Park, big Sky Park Trail and Arnold Canal and Trailhead Development.

2. Strategic Plan Update – *Rachel Colton and Michelle Healy*

Ms. Colton gave a brief history of the Strategic Plan and explained the related documents to the Strategic Plan:

- Comprehensive Plan
- Trail Action Plan
- Capital Improvement Plan
- River Plan
- Diversity, Equity and Inclusion Plan

She reviewed the pillars and desired outcomes of the Strategic Plan, the action plan, status by pillar and new action items. Ms. Colton spoke about the performance measures of the plan, including park and trails website views per population, potential new performance measures and plan update approach.

Ms. Colton said that staff would like to extend the Strategic Plan action items an additional two years. She asked the board to support the extension of the plan.

3. Recreation Service Level Updates – *Matt Mercer*

Mr. Mercer spoke about the increasing COVID metrics and the impacts to the district. He said the mask mandates compliance in facilities has been high. Numbers of patrons in the facilities are leveling off or dropping for indoor programs due to the mask requirements. He reviewed the outdoor mask requirements for outdoor sports and childcare programs. He indicated that a fall safety letter will be sent to all parents of participants to encourage compliance with recommendations and mandates. He also gave a review of the air quality plan and smoke closures and stated that some programs can move indoors or to other facilities.

Mr. Mercer explained that the challenges to staffing and front-line positions have not changed significantly. Custodial and customer service positions have improved. Youth recreation leaders and lifeguards are still at a crisis level and impacts are affecting the level of service the district can provide. Kids Inc. is 36 positions short of a full staff. Kids at school sites have been reduced 15-25 per site and have been added to the waitlist. Recruitment is ongoing and working to create alternating schedules and capturing interest from college students.

Mr. Mercer said the lack of lifeguards is resulting in pool closures adding that evenings and weekends can be adequately staffed. The activity pool has closed for the season and the indoor pool will operate under reduced hours with the Manager on Duty staff rotating in to take lifeguard shifts. He

said that over time, he hopes to add more staff and increase the hours of pool time and add back recreation programming incrementally.

CONSENT AGENDA

1. Minutes: 08/17/2021

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

BUSINESS SESSION

1. Drake Park Bank and Trail Improvement Project: GreenWorks PC Contract Contingency –
Brian Hudspeth

Mr. Hudspeth explained that the building permit with the city for this project has expired and will need to be re-submitted. He said additional work is necessary to separate the plans to show a phase one and phase two of the projects and to separate the areas that require easements. This was not budgeted in the original quote. He said the additional contingency should cover any additional costs that could occur in permitting. Additional costs could be incurred in the construction estimate due to the delays of the project and the rising costs of construction. The board will need to approve any additional funding for construction.

Director Kropf made a motion to authorize an additional \$15,000 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 \$925,596.22. Director Borja seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reminded the board of an earlier discussion about a board workshop in December and asked Director Hovekamp to give an update on the fish passage project at the dam at Mirror Pond. Director Hovekamp described the group of people working on the project. He said the meetings have been productive and have narrowed the designs of the type of passage and the group is ready to get a more professional opinion at the conceptual level. The next meeting will be with the utility company for next steps and commitments. Executive Director Horton added that the public will have an opportunity to weigh in on the project.

PROJECT REPORT – In Board Packet

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Borja is looking forward to the board retreat in December.
- Director Kropf said that Welcoming Week begins on Friday and encouraged board members to attend and support the event. He reminded everyone to do their part to stop the spread of COVID.
- Director Schoen acknowledged the staff at Juniper Swim and Fitness. She said that even though staff is spread thin, as a guest it is hard to tell. She specifically called out Clare Gordon and commended her work. She added that the board should consider attending the virtual NRPA conference opening session.

- Director Méndez commented that he is concerned about the morale of the staff when the district is so short staffed with a community that leans heavily on the district. He thanked staff for sticking with the district through all of this. He recognized two budget committee members, Tom Fisher and Donna Owens, for consistently attending the board meetings and their dedication to the district.

ADJOURN 9:00 pm



Prepared by,

Sheila Reed
Executive Assistant

Ariel Méndez, Chair

Deb Schoen, Vice-Chair

Jason Kropf

Nathan Hovekamp

Zavier Borja

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 5, 2021
SUBJECT:	Amend the Five-Year Capital Improvement Plan (CIP) for Fiscal Years Ending 2022-2026
STAFF RESOURCE:	Brian Hudspeth, Development Manager Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director
PREVIOUS BOARD ACTION:	The board adopted the 2022-2026 CIP on June 1, 2021.
ACTION PROPOSED:	Approve the amended 2022-2026 CIP.
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development.
Strategy:	Continue to “take care of what we have” by prioritizing investments in the district’s existing assets; ensure the district is maintaining its adopted level of service targets.

BACKGROUND

The district’s Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed district capital expenditures and revenue sources for a period of five years into the future. The board of directors revises and adopts the district’s five-year CIP during the annual budget process.

As a result of current economic conditions, three projects included in the 2022-2026 CIP will require additional funding this fiscal year (FY) - Northpointe Park, Big Sky Park Expansion, and the Natural Resource River Stewardship project(s).

1. Northpointe Park: During the construction contract award on August 3, 2021, the board approved an additional \$131,000 in the System Development Charge (SDC) Fund for this project, increasing the overall CIP project allocation from \$2,549,716 to \$2,680,716. *(Note: The board already took action to approve additional funding and amend the CIP to reflect this increase).*
2. Big Sky Park Expansion Project: Staff proposes moving forward \$1,250,000 in SDC funding allocated for this project in FY 2023-24 to the current fiscal year. These funds will be used to cover the cost to install some of the bike park components that were planned to be constructed in 2023-24. These elements of the bike park were moved forward in order to apply for funding from a new grant program offered by Visit Bend. The district applied for the grant and was successful in obtaining \$350,000 from Visit Bend’s Bend Sustainability Fund program (payable in two installments over 2 years, \$200,000 this fiscal year and

\$150,000 next fiscal year). These specific bike park components will not increase operation and maintenance costs, but will offer the community a variety of biking options within the park sooner than anticipated.

The CIP needs to be amended to recognize these new grant funds (which will offset property tax funds allocated to the project) and the increase in the SDC allocated for this fiscal year. The increase in SDCs will be covered by appropriated, but undesignated funds included in the 2021-22 SDC Fund adopted budget. Funding and timing for the future construction of the remaining bike park features will be discussed in the board workshop later this winter.

3. Natural Resource River Stewardship: Staff proposes adding an alternative funding source (SDC reimbursement fees) to the CIP to increase this project allocation by \$150,000 to complete feasibility planning and conceptual design for three river access projects (Columbia, Miller’s Landing and McKay parks). Currently, there is \$30,000 in property taxes allocated in FY 21-22 for the Natural Resource River Stewardship project. This proposed change would increase the allocation by \$150,000 using alternative funding for a total FY 21-22 CIP allocation of \$180,000. As with the two prior projects discussed above, there are appropriated, but undesignated funds in the 2021-22 SDC Fund adopted budget to cover this change.

BUDGETARY IMPACT

The adopted 2022-2026 Capital Improvement Plan totals \$61,431,544 in planned capital expenditures. \$44,102,341 (71.8%) is funded with System Development Charge revenues, \$13,971,903 (22.7%) is funded with property tax revenues, and \$3,357,300 (5.5%) is funded with alternative funding (i.e. grants, contributions, debt, surplus property sales).

The proposed CIP changes for the current fiscal year requires adding \$1,381,000 in SDC improvement fees, \$150,000 in alternative funds (SDC reimbursement fees) and \$350,000 in grant funding, while also reducing property tax funding by \$350,000.

Additionally, the appropriated but undesignated funds in the SDC Fund adopted budget had \$3,000,000 of available funding, which will be reduced to \$1,469,000 with these CIP changes.

STAFF RECOMMENDATION

Staff recommends approval of the proposed changes to the 2022-2026 CIP.

MOTION

I move to approve the amended 2022-2026 Capital Improvement Plan.

ATTACHMENTS

1. Exhibit A: Amended Five Year CIP Summary for Fiscal Years Ending 2022-2026

**Bend Park Recreation District Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2022-2026**

Project Type	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	Total FY2022-2026	FY 2022-26 Funding Allocation by Source				FY 21-22 Total	FY 22-23 Total	FY 23-24 Total	FY 24-25 Total	FY 25-26 Total
					Property Tax Revenue	SDC	Alternative	Alt. Type					
Community Parks													
Pine Nursery Park Ph. 4 (Pending Partnership)	Order of Magnitude	78,504	28,504	50,000	-	50,000	-	-	-	-	-	-	50,000
Pine Nursery Park Ph. 5	Order of Magnitude	5,000,000	-	5,000,000	-	5,000,000	-	-	400,000	2,300,000	2,300,000	-	-
Park Search Area 25 (Alpenglow Park)	Award/Bid	9,525,000	3,230,630	6,294,370	-	6,294,370	-	6,294,370	-	-	-	-	-
Big Sky Park Expansion	Construction Documents	4,260,000	518,074	3,741,926	123,226	3,268,700	350,000	1	2,955,226	-	786,700	-	-
Total Community Parks		18,863,504	3,777,208	15,086,296	123,226	14,613,070	350,000		9,249,596	400,000	3,086,700	2,300,000	50,000
Neighborhood Parks													
Land Acquisitions	SDC Methodology	4,269,555	-	4,269,555	-	4,269,555	-	-	997,761	-	1,058,525	1,090,280	1,122,989
Neighborhood Parks Design & Development	SDC Methodology	4,229,424	-	4,229,424	-	4,229,424	-	-	1,341,130	-	1,422,805	1,465,489	-
Golf and Country Club Site	Order of Magnitude	2,088,271	747,141	1,341,130	-	1,341,130	-	200,000	1,141,130	-	-	-	-
Park Search Area 1 (Northpointe Park)	Construction Documents	2,680,716	1,674,716	1,006,000	-	1,006,000	-	1,006,000	-	-	-	-	-
Park Search Area 4 (Petrosa - DA)	Order of Magnitude	2,906,800	18,500	2,888,300	-	2,888,300	-	1,928,300	960,000	-	-	-	-
Park Search Area 9 (Shevlin West)	Order of Magnitude	1,415,700	150,000	1,265,700	-	1,265,700	-	-	200,000	1,065,700	-	-	-
Park Search Area 11 (Discovery West Park/TH)	Order of Magnitude	660,000	-	660,000	-	660,000	-	-	-	-	-	-	660,000
Park Search Area 14 (Bear Creek)	Order of Magnitude	2,171,400	-	2,171,400	-	2,171,400	-	-	-	-	1,000,000	1,171,400	-
Park Search Area 24 (DSL Land)	Order of Magnitude	1,448,500	-	1,448,500	-	1,448,500	-	-	-	200,000	1,248,500	-	-
Park Search Area 28 (SE Area Plan)	Order of Magnitude	2,412,763	-	2,412,763	-	2,412,763	-	-	997,761	-	-	-	1,415,002
Total Neighborhood Parks		24,283,129	2,590,357	21,692,772	-	21,692,772	-	4,132,061	4,640,021	2,324,225	4,761,585	5,834,880	-
Regional Parks													
Riley Ranch Nature Reserve Bridge	Design Development	1,200,000	-	1,200,000	-	1,200,000	-	-	-	1,200,000	-	-	-
Total Regional Parks		1,200,000	-	1,200,000	-	1,200,000	-	-	-	1,200,000	-	-	-
Trails													
Galveston to Millers Landing	Order of Magnitude	800,000	96,396	703,604	-	703,604	-	-	703,604	-	-	-	-
Putnam to Riley Ranch Bridge	Order of Magnitude	155,000	440	154,560	-	154,560	-	-	154,560	-	-	-	-
Kirkaldy to Putnam	Order of Magnitude	63,100	3,662	59,438	-	59,438	-	-	42,203	17,235	-	-	-
Deschutes River Trail North Parking	Order of Magnitude	320,000	-	320,000	-	320,000	-	-	20,000	300,000	-	-	-
Miscellaneous Trails	Order of Magnitude	750,000	-	750,000	-	750,000	-	150,000	150,000	150,000	150,000	150,000	150,000
COHCT Crossings	Construction Documents	92,300	35,000	57,300	-	-	57,300	1	57,300	-	-	-	-
Haul Road Trail	Construction Documents	75,352	681,852	73,500	-	73,500	-	-	73,500	-	-	-	-
North Unit Irrigation Canal Trail (NUID)	Order of Magnitude	178,505	18,505	160,000	-	160,000	-	-	60,000	100,000	-	-	-
Canal Row Trail Connection	Construction Documents	130,000	30,000	100,000	-	100,000	-	-	100,000	-	-	-	-
Total Trails		3,244,257	865,855	2,378,402	-	2,321,102	57,300		440,800	1,170,367	467,235	150,000	150,000

**Bend Park Recreation District Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2022-2026**

Project Type	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	Total FY2022-2026	FY 2022-26 Funding Allocation by Source				FY 21-22 Total	FY 22-23 Total	FY 23-24 Total	FY 24-25 Total	FY 25-26 Total
					Property Tax Revenue	SDC	Alternative	Alt. Type					
Community Wide													
Drake Park DRT Trail & Bank Improvements	Award/Bid	7,380,000	1,263,626	6,116,374	1,559,977	3,806,397	750,000	1	6,116,374	-	-	-	-
Riverbend South River Restoration & Access Pr	Design Development	264,000	64,000	200,000	200,000	-	-		200,000	-	-	-	-
Total Community Wide		7,644,000	1,327,626	6,316,374	1,759,977	3,806,397	750,000		6,316,374	-	-	-	-
Asset Management Projects													
Accessibility Improvements	Order of Magnitude	500,000	-	500,000	500,000	-	-		50,000	75,000	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	Order of Magnitude	1,250,000	-	1,250,000	1,250,000	-	-		250,000	250,000	250,000	250,000	250,000
Park Services Complex	Order of Magnitude	8,500,000	-	8,500,000	6,500,000	-	2,000,000	3	-	-	-	6,500,000	2,000,000
Skyline Field Renovations + Parking Lot Lights	Order of Magnitude	665,000	267,300	397,700	397,700	-	-		100,000	-	297,700	-	-
JSFC Flooring Replacement	Order of Magnitude	175,000	-	175,000	175,000	-	-		-	175,000	-	-	-
Natural Resource River Stewardship	Order of Magnitude	381,000	30,000	501,000	151,000	-	350,000	1/5	181,000	320,000	-	-	-
Sawyer Park	Order of Magnitude	1,100,000	-	1,100,000	850,000	-	250,000	1	100,000	1,000,000	-	-	-
Hollinshead Park ADA & Master Plan	Order of Magnitude	1,000,000	-	1,000,000	650,000	250,000	100,000	4	-	100,000	900,000	-	-
Ponderosa Park (North)	Order of Magnitude	1,200,000	-	1,200,000	850,000	350,000	-		-	-	150,000	1,050,000	-
Hollygrape Park ADA Renovation	Construction Documents	150,000	35,000	115,000	115,000	-	-		115,000	-	-	-	-
Mirror Pond Dredge Commitment	Construction Documents	300,000	-	300,000	300,000	-	-		300,000	-	-	-	-
Total Asset Management Projects		15,221,000	332,300	15,038,700	11,738,700	600,000	2,700,000		1,096,000	1,920,000	1,722,700	7,925,000	2,375,000
Total CIP Funding Allocations		70,455,890	8,893,346	61,712,544	13,621,903	44,233,341	3,857,300		21,234,831	8,130,388	8,800,860	15,136,585	8,409,880

Alternative Funding Type Key

- 1 - Grant Funding
- 2 - Contributions, Collaborations, Fundraising
- 3 - Debt Financing
- 4 - Facility Rental Special Revenue Funding
- 5 - Reimbursable SDC's

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 5, 2021
SUBJECT:	Award Construction Contract for Big Sky Park Improvements Project
STAFF RESOURCE:	Jason Powell, Construction Manager Bronwen Mastro, Landscape Architect
PREVIOUS BOARD ACTION:	October 17, 2017, Award professional services contract February 7, 2017, Approve Master Plan
ACTION PROPOSED:	Award Construction Contract
STRATEGIC PLAN:	
Pillar:	Operations and 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

Big Sky Park is an existing 96-acre community park located east of Hamby Road and north of Neff Road. The park is a combination of undeveloped natural areas and developed areas with restroom facilities, paths, playgrounds, sport fields and an off-leash dog area. In 2017, the Board of Directors approved an updated Master Plan for the park, which primarily focused on activities that could provide a wider range of recreational opportunities for community members, including secondary vehicular and pedestrian access off of Hamby Rd., improved vehicular and pedestrian circulation within the site, additional parking and several bike park amenities.

In October of 2017, the District approved the professional services contract with DOWL Engineers to provide planning, design and other services to develop permit and construction drawings for the site improvements. DOWL prepared an updated site plan that meets the intent of the master plan. The design team also prepared the documents required for the Conditional Use (CUP) and Site Plan approvals with Deschutes County.

Staff also assembled a variety of cycling proponents throughout the community to provide input on the bike-park related improvements. This group met throughout the design process to provide input to the designers.

This project was divided into two segments, with the parks infrastructure component to be constructed in FY2021-22 and the bike park amenities to be constructed in FY 2023-24. In discussions prior to bid of the infrastructure portion, the district became aware of an opportunity for grant funding to assist in the construction of a portion of the bike park elements, so certain bike component alternates were added to the bid in the event the funding became available.

On August 12, 2021, the district released an advertisement for bid for the construction of the Big Sky Park Improvements Project. On September 16, 2021, the bids were received, opened, and read out loud. The base bid includes improvements to vehicular and pedestrian access and site circulation, parking, and improvements to utilities. Alternate #1 is for the addition of a bicycle pump track, tot-zone and trials area. Alternate #2 is for a bike skills course. Alternate #3 is for a single-track trail area, and Alternate #4 is for an expansion to field 6. The following bids were received:

Contractor	Bid Amounts
Deschutes Construction Corp.	Base: \$1,775,854 Alt #1: \$578,977 Alt #2: \$100,462 Alt #3: \$49,534 Alt #4: \$17,729
Knife River Corp NW	Base: \$1,966,400 Alt #1: \$616,350 Alt #2: \$213,651 Alt #3: \$145,800 Alt #4: \$15,450

Deschutes Construction Corp. (DCC) is the apparent low bidder, a notice of intent to award the contract has been published naming DCC our apparent low bid. The bid is complete and includes all work described within the bid documents.

The district was awarded a grant for \$350,000 to help fund the pump track, trials area and tot-zone, the bike skills course and the single-track trails, the district is accepting the base bid as well as alternates #1, #2 and #3 to add bike park components to the current project. The alternate for the expansion of field 6 has not been accepted.

The engineer’s construction estimate for the base bid was \$1,268,744.

BUDGETARY IMPACT

The 2022-2026 Capital Improvement Plan (CIP) includes \$4,260,000 in park system development charges (SDC), property tax dollars and grant funding to develop the Big Sky Park Improvements.

Staff has proposed to move \$1,250,000 appropriated, but undesignated SDC funds from FY 2023-24 to FY 2021-22, remove \$350,000 in property tax funds from FY 2021-22, and add \$350,000 in grant funding to the FY 2021-22 CIP. With these changes the updated funding allocation \$2,955,225.80.

Accepting the low bid of \$1,775,854, as well as the alternates #1, #2 and #3 for \$728,973, for a construction contract amount of \$2,504,827, plus a 13% contingency of \$325,628, brings the total funding allocated for the construction of the Big Sky Park Improvements Project to \$2,830,455. This leaves a remaining funding allocation of \$124,770.80 to cover final design and permit costs, inspections and testing, and other miscellaneous district expenditures.

STAFF RECOMMENDATION

Staff recommends the board authorize the executive director to award the construction contract to the low and best bidder, Deschutes Construction Corp., in the amount of \$2,504,827, plus an additional 13% contingency of \$325,628 for a total construction budget not to exceed \$2,830,455. Staff is recommending a higher contingency to address some potential additional work (i.e., hardscape/shelter) that was not originally anticipated as part of the first phase of the bike park improvements.

MOTION

I move to authorize the executive director to award a construction contract to Deschutes Construction Corp. for the construction of the Big Sky Park Improvements for a total amount of \$2,504,827, and to approve an additional 13% construction contingency of \$325,628, for a total construction budget not to exceed \$2,830,455.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 5, 2021
SUBJECT:	Naming Committee Member Appointment
STAFF RESOURCE:	Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	Adopted Park, Facility and Trail Naming Policy, July 6, 2021 Naming Committee Selection Process, August 17, 2021
ACTION PROPOSED:	Appoint five members to the district's naming committee
STRATEGIC PLAN:	N/A

BACKGROUND

****Please have the candidate applications package emailed to you on September 15 available for reference at the meeting as necessary****

On July 6, 2021, the board adopted the new Park, Facility and Trail Naming Policy. This policy includes the formation of a five-member Naming Committee that will make recommendations to the board regarding the naming of district assets. Per the policy, committee members shall be "from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, and/or have a passion for placemaking and community building." In addition, committee members shall also:

- Reside within district boundaries
- Serve a four-year term
- Attend Naming Committee meetings as scheduled – generally no more than four times/year
- Volunteer time

Advertisement to fill these committee positions was initiated on August 17, with the application period spanning until September 13. Six applications were received, which were provided to the board, along with a ranking sheet. From September 14 until September 30, the board reviewed all applications and ranked each applicant based upon criteria such as, but not limited to, the candidates' skills, experiences, background, demographics, and prior experience with the district or within the community.

Based upon the completed ranking sheets submitted by the board, at the October 5 board meeting staff will provide the board with the names of the candidates who received the highest combined ratings. The board will consider these candidates for appointment and may select the candidates by a different method if they so desire.

BUDGETARY IMPACT

Advertising and outreach to the community to solicit new naming committee members generated some minor costs to the district. However, those costs were insignificant, and could be covered through existing operating funds included in the district’s adopted budget. Committee meetings will be staffed by BPRD employees, and all committee members will volunteer their time when serving on the committee

STAFF RECOMMENDATION

Staff recommends that the board appoint five individuals to the naming committee.

MOTION

I make a motion to appoint _____, _____, _____, _____ and _____ to serve on the Bend Park and Recreation District’s naming committee for a term of four years, commencing October 2021 through October 2025.

ATTACHMENTS

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 5, 2021
SUBJECT:	Award Professional Services Contract for Project #155 (Golf and Country Club Site)
STAFF RESOURCE:	Brian Hudspeth, Development Manager Ian Isaacson, Landscape Architect
PREVIOUS BOARD ACTION:	June 5, 2018 - Approved property acquisition
ACTION PROPOSED:	Approve Professional Services Contract
STRATEGIC PLAN:	
Pillar:	Operations and 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

BPRD has been actively pursuing neighborhood park properties in underserved areas to meet the 2018 Park and Recreation Comprehensive Plan goal of providing a park within one-half mile of most residents. In 2018, the district purchased 3.39 acres of property located at the intersection of Hawes Ln and Parrell road (tax lot 1812170002406) to provide a neighborhood park in this currently underserved section of SE Bend.

The existing site condition is undeveloped property with ponderosa and juniper trees, rock outcrops and an adjacent golf course (Bend Golf Club). The north end of the site is flat, and gradually rises in elevation as you move to the south. Possible features to develop the site will include, but are not limited to, a small parking area, open lawn, picnic and gathering space, play area, paved path, pedestrian crossing and natural soft surface trails per the BPRD development standards for neighborhood parks. Consultant's work will also include coordination of public outreach process with staff and right of way improvements along Parrell Rd. The full scope of the design will be refined by working through the public outreach process, reviewing BPRD standards and working with staff and partners.

On August 12, 2021, BPRD advertised the Request for Proposal (RFP) for Professional Design Services for Project #155 (park naming to be considered later). The scope of work in the RFP included the necessary survey, design, construction documents, permitting, and construction administration services to complete this neighborhood park project.

Three proposals were received September 9, 2021. The proposals were reviewed by a committee of three staff. The consulting team led by Harper Houf Peterson Righellis Inc. from Bend, Oregon was selected to enter into contract negotiations with BPRD.

It is expected the design and construction documents will be complete and the project will be ready to bid in the beginning of 2023.

BUDGETARY IMPACT

The 2022-26 Capital Improvement Plan includes \$2,088,271.00 in system development charges for the acquisition and development of Project #155 (Golf and Country Club site). To date, \$747,141.00 has been spent on property acquisition and related expenses, leaving \$1,341,130.00 available to complete the project. The negotiated fee for the professional design services with Harper Houf Peterson Righellis Inc. is a cost not to exceed \$169,925.00.

STAFF RECOMMENDATION

Staff recommends approval of the Project #155 Professional Design Services contract with Harper Houf Peterson Righellis Inc. with a cost not to exceed of \$169,925.00. Staff further recommends the board approve a 10% contingency of \$16,992.50 for a total design budget not to exceed \$186,917.50.

MOTION

I move to authorize the executive director to negotiate and execute a professional services contract for Project #155 to Harper Houf Peterson Righellis Inc. with a cost not to exceed \$169,925.00, and to approve an additional 10% contingency of \$16,992.50, for a total design budget not to exceed \$186,917.50

ATTACHMENT

None



PLANNING & DEVELOPMENT PROJECT UPDATES October 2021

COMMUNITY AND REGIONAL PARK PROJECTS



Drake Park DRT & Bank Improvement Project: Staff is still working with the last three landowners (PP&L, Deschutes Opportunity Development LLC, and Mirror Pond Solutions) to obtain the required right of way easements needed to construct the trail. The Land and Water Conservation grant the district received from State Parks last spring is still being reviewed by the National Parks Service for approval. Staff is working with the General Contractor on a bid for a Phase 1 portion of the project; this will include work that within district owned property and does not require an easement. Once the pricing has been finalized, staff will bring that cost to the Board for approval. This also requires a modification to the land use permit. That process has been started with the City, as well as a new application for building permits, all other agency permits have now been granted.



Alpenglow Community Park: Park construction began this past winter and will continue through 2021, with project completion expected in the spring of 2022. The work currently underway is site grading, irrigation, plantings and sod, paving, pathways, playground equipment installation, bouldering area structures installation, as well as the event stage and restroom. Paving has been completed along 15th Street, and parking lots are currently being constructed. The COID bridge is in place and the trail connections are in use. The pedestrian bridge at Alpenglow is in the works and is planned for October. Staff will continue to coordinate with adjacent property owners and neighbors during construction, keeping them updated on the progress of the park.



JSFC Pool Tank Renovation: This project has been completed, the contractor has been issued a Notice of Substantial Completion. There are a handful of items remaining on the punch list for the contractor to complete, and once they are done, a Notice of Final Completion will be sent. The facility has been turned over to the Recreation Department and is now open.



Sawyer Park Entrance and Parking Lot Upgrades: The existing park entrance and parking lot have reached the end of their life span. The pavement is beyond normal maintenance repair and the parking lot is outdated and no longer functions for park users and the capacity required. The first step in upgrading the parking is to understand the demand, both current and what is projected for the future. A consultant has been hired to perform a study, the final report will be complete this month. The report findings will be used to develop the project scope.



Big Sky Park Expansion: Bids were opened September 16. The base bid and alternate costs are being reviewed and the scope finalized. Construction is anticipated to start fall 2021.

NEIGHBORHOOD PARK PROJECTS



Bend Golf and Country Club Park Site: This 3.39-acre site is located in southeast Bend off Parrell Road, south of the Murphy intersection. Adding this neighborhood park fulfills the need of a park within one-half mile of every resident for this underserved area of town. Running between Parrell Road and active golf course, this space offers unique challenges and opportunities to the district for design and park amenities. Staff released a design RFP and has issued a Notice of Intent to Award to HHPR, a local multidisciplinary firm to be the project’s lead consultant. Conceptual designs and public outreach are slated to begin later this fall.



Park Search Area 4 - Petrosa Neighborhood Park: BPRD and Pahlisch Homes are coordinating on a park and trails in the UGB northeast edge expansion area. The master plan includes a 5-acre neighborhood park, and a section of the NUID Canal Trail, which will both be managed by the district and called for in the district’s master plan. Other trails and open spaces within the development will be managed by an HOA. Now that the board has approved the developer agreement and park master plan, staff is coordinating with Pahlisch on the design and construction of the park and trails, and conveyance of ownership to BPRD. 90% design on the park is complete and staff and the team are working towards the 100% construction document set. Construction is anticipated to start this fall, with completion in the summer of 2022



Northpointe Park: Work has started on this park. Clearing and grubbing are mostly complete, and the contractor is setting subgrade with scheduled work this month that includes starting on the skate spot feature and hard surface areas. The anticipated completion date is late spring of 2022.



Shevlin West Park Land: BPRD has completed the purchase of a 3.5-acre parcel from the developer, Empire Shevlin LLC, that will be used for the development of a neighborhood park. The land sale is complete, and BPRD has allocated \$1.27 million in fiscal years 2022-2024 for design and development of the park.



Hollygrape Park ADA Improvements: Due to only a single bid after the first RFP that far exceeded the project’s budgeted amount, the project will be put out for re-bid this winter.

TRAIL PROJECTS



Canal Row Park Trail Connection: This 520-foot trail connection that will fill a gap between an existing multi-use trail adjacent to Butler Market Road and Canal Row Park. The trail will greatly enhance connectivity from the surrounding neighborhoods by creating a trail through a heavily trafficked section of Butler Market that currently has no sidewalks. A preconstruction meeting was held at the end of September and the contractor will be starting the work this month. The project must be completed by the end of the year.



Haul Road Trail: The project is under construction. The trail has been re-paved from McKay Park to The Athletic Club of Bend. Work continues moving west. Various sections of the trail will be closed for construction over the next several months.



Central Oregon Historic Canal Trail Road Crossing Safety Improvements: BPRD has completed design work for safety upgrades to four road crossings on the Central Oregon Historic Canal Trail; Blakely Road, Brosterhous Road, Ferguson Avenue and 27th Street. BPRD recently obtained the necessary permits the City and has issued a contract for construction, which is expected to take place this fall. Upgrades to the remaining crossings will occur in subsequent years as additional sections of the trail are improved near those locations.



Trail Maintenance Intergovernmental Agreement: BPRD recently entered into a new agreement that clarifies trail maintenance responsibilities and promotes improved coordination with city on trail construction that occurs through private land development. Now, BPRD staff is working with city staff on a set of revisions to the Bend Development Code to support the agreement. We anticipate that Bend's City Council will approve the recommended code changes late fall 2021.



North Unit Canal Trail: BPRD is preparing to issue two RFP's related to development of Phase 1 of the North Unit Canal Trail. One will be for design, engineering, and permitting and the other will be to hire a right of way agent to help with the expected complex easement transactions that are expected with this project. Both RFPs will be released late summer and final consultant selection is expected this fall.

RIVER PROJECTS



Deschutes River Access and Habitat Restoration Plan: The draft plan was available for public review from July 19th through August 20th. During the comment period staff hosted a virtual community meeting, a dual language

community meeting, a dual language outreach event, a Focus Group meeting, a presentation to the Central Oregon Coalition for Access (COCA) and a presentation to the River West Neighborhood Association. Throughout the comment period, staff received a total of 38 public comments. Staff will share a summary of those comments and any recommended changes to the draft plan at the October 5th board meeting.



Riverbend South Access and Restoration Project: With full funding for construction secured, staff and UDWC have begun to coordinate on what will likely be a long permitting process, with the goal of breaking ground on this project in the fall of 2022. Staff has also been working on an updated development agreement with UDWC for the construction portion of the project. Once finalized, the agreement will come to the board for approval.

OTHER PROJECTS AND FUTURE DEVELOPMENT



Diversity, Equity and Inclusion (DEI) Initiative: The DEI community survey to assess strengths, opportunities for growth and develop actions to build trust with members of the community closed August 22. The community outreach events produced over 20% of the total responses and reached several new demographic groups. Talitha Consults is analyzing the data and working on the first draft of the assessment report. The final report is expected to be completed by the end of the year.



Park Search Area 5 (Talline Development): BPRD is coordinating with a consortium of small developers on a preferred conceptual design development on the Shevlin Sand & Gravel property. The proposed development would include a mix of residential and commercial properties as well as a contiguous neighborhood park and natural area. BPRD is currently in preliminary negotiations with the developer group regarding potential acquisition and management of the park & natural area by BPRD.



Murphy Road Development: BPRD and JL Ward Co. are coordinating on provision of a district park and natural area in this development in southeast Bend. The 102-acre development extends both north and south of Murphy Road and east of Country Club Drive. The proposal includes a 2.5-acre neighborhood park adjacent to an 11-acre natural area with almost a mile of natural surface trail. The development is zoned standard density residential and is expected to include 399 single-family homes and 49 townhomes.



Easton Master Plan Development: BPRD and Pahlisch Homes are coordinating on provision of a park and trails in southeast Bend. The district's comprehensive plan calls for a park (search area #28) and a portion of the future High Desert Trail in this area. The Easton development is east of 15th Street and the future Caldera High School. The property is 75 acres and zoned standard density residential. The development will include approximately 428 single family homes and 127 townhomes, a 2.75-acre park, a recreation center and additional trails within the development.

currently in



SDC Waivers for Affordable Housing: Park SDC waivers for 388 units have been approved through coordination with the City of Bend’s Affordable Housing Committee. Following the board approval of an additional 150 waivers, a remaining 162 waivers are available through the end of 2022. Staff and legal counsel have completed the necessary deed restriction documents for seven of the developments, totaling 328 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 31 units.

Board Calendar 2021

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

October 19

Work Session

- ◆ Service Level Updates

Business Session

November 2

Work Session

Business Session

- River Plan – Consideration of Plan adoption – *Rachel Colton (30 minutes)*
- Authorize Pre-Work Amendment for Drake Park DRT Project Phase 1 – *Brian Hudspeth (30 min)*

November 16

Work Session

- ◆ DEI Initiative Draft Assessment Report – *Bronwen Mastro, Natalie Broadus Beard and Talitha Consultants (45 min)*

Business Session

- ◆ NUCT ROW and Design Consult Contract Approval – *Henry Stroud (30 min)*

December 7 – Board Workshop

December 21

Work Session

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

Business Session

- ◆ DEI Initiative Final Assessment Report Approval – *Bronwen Mastro, Natalie Broadus Beard and Talitha Consultants (45 min)*
- ◆ Codify Policies

Award Construction Contract – *Hollygrape Park ADA Jason Powell (15 Min)*

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

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

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

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

Sustainability Plan

Website Update/Data Sharing

Special/Public event policy – *Matt Mercer and Michael Egging (30min)*

Park Maintenance Shop