



Bend Metro Park & Recreation District

January 4, 2022

# Board of Directors

## Agenda and Reports

[www.bendparksandrec.org](http://www.bendparksandrec.org)



*play for life*



## **Our Vision**

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

## **Our Mission**

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

## **We Value**

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

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

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

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

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

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

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

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

*play for life*

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | [www.bendparksandrec.org](http://www.bendparksandrec.org) | (541) 389-7275



**Bend Park &  
Recreation**  
DISTRICT

## **Board of Directors**

January 4, 2022

District Office Building | 799 SW Columbia | Bend, Oregon

### **AGENDA**

**4:00 p.m. Executive Session** – The Board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org).

The board will meet virtually via Zoom.

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84713219029?pwd=UGMwYUppTWg3MGtvQzZyeEYrdlh5dz09>

**Passcode: 878721**

**Join by phone, toll-charges may apply:**

**1 253 215 8782**

**Webinar ID: 847 1321 9029**

**Passcode: 878721**

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

#### **STAFF INTRODUCTIONS**

Kristin Donald – Administrative Services Director

Eric Baird – Finance Manager

Sara Anselment – Park Planner

#### **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 Report: Asset Management – *Jason Monaghan and Rob Shatting (30 min)*
2. Service Levels Update – *Matt Mercer (20 min)*

#### **CONSENT AGENDA**

1. Minutes: 11/16/2021
2. Minutes: 12/07/2021
3. Appoint Budget Committee Member

**BUSINESS SESSION**

1. Accept 2020-21 Annual Comprehensive Financial Report – *Kristin Donald and Brenda Bartlett (20 min)*
2. Approval of name for the park in the Petrosa subdivision – *Rachel Colton (20 min)*
3. Approve Purchase and Sale Agreement with the City of Bend for the Boyd Acres property – *Don Horton and Michelle Healy (20 min)*

**EXECUTIVE DIRECTOR'S REPORT**

**PROJECT REPORT** – In Board Packet

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

**ADJOURN**

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	January 4, 2022
<b>SUBJECT:</b>	Asset Management Plan
<b>STAFF RESOURCE:</b>	Jason Monaghan, Facilities Manager Rob Shatting, Facilities Supervisor
<b>PREVIOUS BOARD ACTION:</b>	Reviewed Asset Management Plan - 11/6/2017
<b>ACTION PROPOSED:</b>	None, for discussion purposes only
<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>	Continue to “take care of what we have” by prioritizing investments in the district existing assets.

**BACKGROUND**

The district’s Asset Management Plan (AMP) was first developed in 2017. The AMP identifies the district’s capital assets; estimates the costs and timeline to replace assets; defines principles and values for the management of the assets; and provides financial and operational information for the management of existing capital assets. Staff reviews and updates the plan annually (attachment A).

The district is proactive in reserving funds for the replacement of existing capital assets based on estimated needs. The AMP and Asset Replacement Schedule provide an inventory of assets, cost to replace, expected replacement year, and total projected annual costs over a 20-year horizon. Staff uses the AMP to develop project lists for the capital improvement plan and to assist in budgeting. Staff will share additional information about the AMP during the board meeting.

**BUDGETARY IMPACT**

The management of the AMP does not in itself have a budgetary impact. However, having a more comprehensive estimate of the district’s total and annual estimated asset replacement costs and projected timing provides staff with a tool for good financial planning. The projects identified in the plan are reviewed and updated as part of the annual budget process.

**STAFF RECOMMENDATION**

None, for discussion purposes only.

**MOTION**

None, for discussion purposes only.

**ATTACHMENT**

Attachment A: Asset Management Plan 2021

# Bend Park and Recreation District

## Asset Management Plan



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## **Background**

Asset Management is the discipline of managing capital assets in a complete manner that aligns with the organization's strategic plan when designing, constructing, maintaining, renovating, and eventually replacing or retiring physical assets with the intent of maximizing asset life and minimizing total life cycle costs. The district's Asset Management Plan (AMP) identifies capital assets, states the expected costs and timeline to maintain and replace assets, and defines principles and values for the management of the district's assets.

Ultimately, the plan demonstrates total cost of ownership (Appendix A), and develops awareness within the organization that moves it from a reactive break-fix model to a preventative and predictive model where operating costs are lowered and unplanned closures are minimized. Additionally, an AMP can guide new developments and major renovations with an eye towards long term maintenance needs and lowest total life cycle costs rather than the lowest bid or least initial capital cost. The most critical feature of a plan links Levels of Service and Level of Care to managing Risk of Failure with available funding. This provides defensible, data-driven decision-making regarding assets where priorities are established, costs are known, and funding for asset management is planned and budgeted.

Similar to the district's Capital Improvement Plan (CIP), the Asset Management Plan is a dynamic, forward-looking document that provides decision makers with financial and operational information that allows for the planned management of existing capital assets. Specifically, the AMP is a subsidiary document to the CIP where assets with a value of \$5,000 or more and a life of two years or longer are inventoried, conditions and probability and consequence of failure assessed, remaining life and replacement costs estimated, and future year financial impacts are forecasted. This information assists staff in predicting and preparing for the end-of-life of key assets, determining future operating and capital budgets, and formulating financial strategies that balance the priorities of funding the management of existing assets with new development opportunities.

## **District Asset Management Principles and Strategies**

Guiding principles for the management of capital assets are defined by the board of directors and executive team through the planning and budgeting processes. District managers employ these principles when reviewing and developing future CIP and budget requests.

How the district manages its assets is informed by available funding, adopted levels of service, and community need. Bend's rate of growth creates unique asset maintenance and replacement funding challenges. As Bend grows, system development charges (SDCs) are generated to fund new parks and facilities in order to sustain the level of service. SDCs can only be spent on new developments that serve growth. Maintenance, replacement, and operations of existing parks and facilities are funded through property tax revenues which are limited in growth. This limitation creates a gap in

funding maintenance, repairs, and replacements when costs exceed growth in property tax revenue. The district looks at community needs and resources available, and then looks at how to balance funding for these in the 5-year CIP. These dynamics affect how existing assets are maintained and replaced, and limited financial resources create a critical-needs approach for prioritizing asset management.

The AMP includes capital assets typically funded in the facility reserve fund and equipment reserve fund such as components within parks and facilities, vehicles and equipment, recreation equipment, and furniture, fixtures and equipment. Major assets such as entire buildings and non-capital equipment are tracked separately. The district's AMP does not include an existing conditions report, GAP Analysis, or needs assessment.

### **Asset Replacement Schedule**

The district's AMP includes an Asset Replacement Schedule. This living document provides information regarding individual assets and their expected life and costs of replacement. The schedule includes:

- an inventory of physical assets within parks and facilities of \$5,000 or more in value and with a useful life of two years or longer;
- replacement by year based on purchase date and life expectancy;
- estimated total future cost of replacements based on an assumed 3% annual inflation factor;
- possible causes for future asset failure;
- the Risk Factor (criticality of the asset if it were to fail); and
- a year-to-year total projected future cost to replace end-of-life assets.

The summary page of the schedule includes separate charts and graphs for "Facility Reserve Fund Assets" and "Equipment Reserve Assets". Facility reserve assets include components within parks and facilities, furniture, fixtures and equipment within facilities, and major maintenance. Equipment reserve assets include capital vehicles, equipment, and recreation equipment. Both asset classifications are individually summarized to show total replacement costs per year looking ahead twenty-years and demonstrate changes in funding requirements year to year. The All Assets Combined graph displays the sum total of projected funding requirements of facility reserve, equipment reserve, and other assets. A regression trend line is included which attempts to demonstrate the approximate expected rate of growth from year-to-year.

Information for this model is collected per the Asset Replacement Schedule - Required Information and Definitions document (Appendix B) using the Asset Information Worksheet.

Information gathered and entered in the schedule includes reasons of possible failure, probability of failure based on knowledgeable review of conditions, and consequence of failure. As previously

discussed, these define the criticality of the asset which assists decision makers in prioritizing maintenance and replacement planning.

### **Asset Management Plan Administration and Methodology**

The AMP is managed by the Park Services Facilities Manager working together with managers throughout the district. The Park Services Facilities Manager updates the Asset Replacement Schedule as capital assets are added, renovated or deleted from inventory, or if the physical conditions of assets change. This in turn adjusts the resulting year-to-year financial forecasts.

The AMP narrative and Asset Replacement Schedule are reviewed each fall by the Park Services Facilities Manager in preparation for the budget development season. The fall review process includes sorting the schedule for assets nearing their end-of-life (within five years). This information is provided to the department and division managers for their determination of the current condition status, plan for replacement, and then brought forward in the budgeting process, if deemed a priority.

Replacement projects which intend to be included in the coming year's budget requests are listed under the "Asset Management Projects" section of the CIP. Projects with estimated costs between \$5,000 and \$50,000 are added to the CIP "Asset Management Projects (\$5,000-\$50,000)" line. Replacement projects greater than \$50,000 are listed separately within this section. Projects which include the replacement of more than a few aged components within a single location are also included in this section.

Inspections and work performed by Park Services personnel on park and facilities assets are scheduled and tracked by staff using a computer maintenance management system (CMMS). Park Services tracks reactive repairs to parks and facilities assets to assist in replacement decision making.

Utilizing inspection information, existing assets listed on the Asset Replacement Schedule are assigned a "risk factor" based on the "probability of failure within 5-years" and the "consequence of failure." Ranking for both is based on a scale of 1 – 4; 1 being the lowest and 4 the highest. The two numbers are multiplied together to result in the "risk factor." The higher the risk factor, the higher the priority in maintaining the asset and/or replacing it as it nears the end of its life. The lower the priority, the less maintenance attention the asset receives and the more likely the replacement would be planned to occur following failure. When conditions of an asset change, the risk factor is adjusted accordingly. Appendix B contains the descriptions of the varying levels of the probability and consequence of failure scales.

The risk factor assists management in determining an asset's priority. Based on the priority of the asset, management determines the course of action to be taken in the budget process. Critical

assets approaching end-of-life whose functions involve impact on life/safety, revenue, and level of service are proposed in the coming year's budget. Lesser assets are moved out along the timeline, or replaced upon failure when funds are available.

Asset costs are based on most recent expenditure experience or current market pricing, and are identified on the Asset Replacement Schedule as the "cost base year." This provides the future cost value a starting point to calculate compounded inflation to a future year. BPRD assumes a 3% annual inflation rate for the AMP. "Other costs" are also included to account for repairs to structures or adjacent areas associated with certain replacements. The "total cost" of replacement includes the "estimated replacement cost" plus "other costs." This information along with the "estimated life" of an asset and its "estimated life remaining" calculates the future cost of the asset and assigns it to the appropriate year of replacement on the Asset Replacement Schedule. The estimated lives of assets are automatically adjusted by adding or subtracting years in the "life cycle adjustment" column.

Asset life cycle is estimated in years using various sources including experience, manufacturer information, ANSI (American National Standards Institute), ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers), Department of Energy, Fannie Mae, and RS Means. These are theoretical estimates since climate, use, and maintenance practices affect the actual number of years an asset operates. Therefore, the "estimated life" can be adjusted using the "life cycle adjustment" column. Number of years can be added or subtracted based on inspected conditions and knowledgeable estimates. District asset management principles, values, and strategies are also reviewed and revised on an annual basis by the Park Services Facilities Manager.

### **Cost Summary**

For the facility reserve fund, the Asset Replacement Schedule currently forecasts a future-value average replacement funding need of \$3.014 million per year for the next six years ending 2027.

For the equipment reserve fund, the schedule forecasts a future-value average replacement funding need of \$470,193 per year for the next six years ending 2027.

The cumulative total of all assets to be replaced in the next five years ending 2027 is \$18 million, with an average of \$3.6 million per year.

The cost summary is a complete overview of all assets within the AMP, their costs as well as the sunset date or due date. These annual averages and cumulative totals will look excessive due to the AMP accounting for all assets including items that will be given an extended life expectancy.

A brief example of this can be seen in the "parks" section of the asset plan for the year 2025. The total for asset replacement for this section is a little over \$3.1 million dollars. If you were to remove the assets that more than likely would be deemed "extended life" such as irrigation systems,

structures (park restroom replacement), and large asphalt replacements like Big Sky for example those annual numbers reduce dramatically to the total of \$73,000.

### **Funding Strategy**

The district's board of directors previously adopted a financial policy, the Fund Balance and Reserves Policy, which states that the district shall maintain sufficient reserves to provide stable funding for major repairs, replacements and renovations of district parks, facilities, vehicles and equipment. The facility reserve fund shall be the fund for managing reserves for replacements and major maintenance of parks, facilities and furniture, fixtures and equipment; while the equipment reserve fund shall be the fund for managing reserves for replacements of vehicles and equipment.

The policy also defines the district's target for the minimum reserve balance for the facility reserve fund over the coming five years as the greater of either:

- a) the average annual renovation and replacement needs over the coming five years; or
- b) 2% of the current total replacement value.

The minimum reserve balance should be evaluated and adjusted on an annual basis. The target balance is intended to be evaluated over the future five-year period, and not just for a single fiscal year. The balance will fluctuate annually and may drop below the minimum target during any specific fiscal year. In this instance, staff shall develop a plan to restore reserves to the targeted level, likely from a combination of current and future year additional property tax revenues and reduced spending.

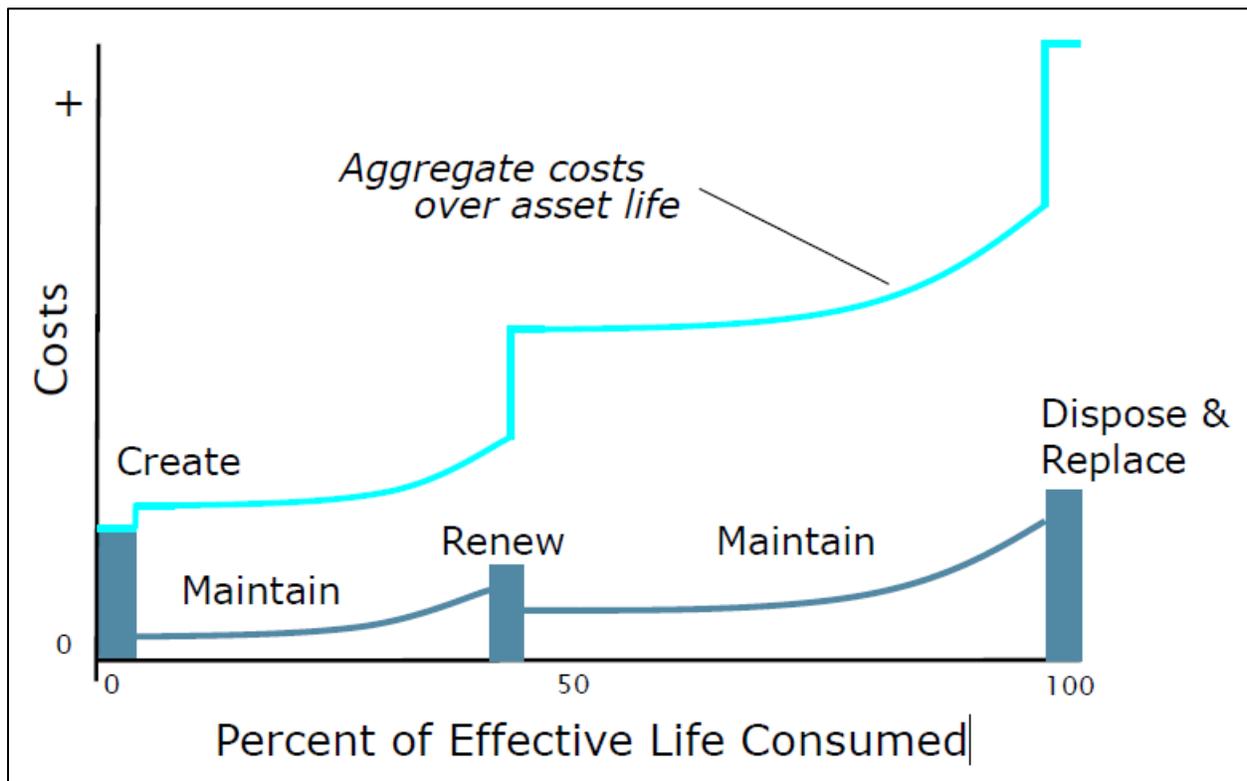
The AMP shows the replacement costs of all physical assets within the district. The document is fluid and will increase or decrease based on the assets replaced annually. There are multiple variables analyzed in the process of determining an assets replacement:

- a) The annual cost of replacement indicates the assets that are due. Not all assets will be replaced in their planned replacement year.
- b) Assets are inspected and evaluated annually.
- c) We are currently working on a rating system for deferred or extended life assets.
- d) Extending the life of an assets due to proper preventative maintenance.

**Total Cost of Ownership**

Design, construction, and purchasing costs are readily understandable. However, the cost to maintain an asset is not as readily apparent. Repairs, planned maintenance, upgrades, and replacements over the course of the life of an asset combine to define that total cost to own the asset; insurance and overheads excluded.

Typically, the cost to purchase or build an asset is only 20% of the total cost of ownership of that asset. The balance of 80% is the cost in maintaining, renewing, and operating the asset in good working order. The graph below demonstrates the relationship of initial construction (left) to the expenses over the life of the asset.



## **Asset Replacement Schedule Required Information and Definitions**

- Location
  - Park name (i.e. Juniper, Ponderosa, Pilot Butte)
  - Facility name within a park (i.e. Juniper Swim & Fitness, Bend Senior Center, District Office)
- Asset Classification
  - Mechanical, Structure, FF&E, Hard surface, Irrigation, etc.
- Component
  - Description (boiler, picnic shelter, playground...)
- Designated ID #
  - To be used only for those components that we have multiple units (i.e. pumps at JSFC)
  - A number sequence (i.e. 1, 2, 3, etc.) i.e., AHU-1.
- *Year Purchased, Installed, or Constructed*
- *Base Year*
  - The year the replacement cost estimate was determined
- *Unit Cost*
  - This is for the asset cost itself, including labor, installation, removal, disposal, and any other related costs of the asset.
- *Other Costs*
  - This is for the cost of replacing/repairing surrounding assets or areas, or other expenditures indirectly related.
- Type of Failure
  - *Mortality*
    - The deterioration of the asset to the point of no longer functioning adequately, if at all.
  - *Safety/Regulatory*
    - The condition of the asset poses significant safety risk, including safety and/or code compliance.
  - *Efficiency*
    - The cost of operations, maintenance and/or repair exceeds the replacement costs within a reasonable pay-back period of time.
  - *Performance*
    - The function, performance and/or quality of the asset do not meet the user expectations.
  - *Capacity*
    - The asset's capacity does not meet the current needs requirements, and/or growth is expected to exceed the asset's capacity in the near future.
  - *Accessibility*
    - The asset does not meet ADA accessibility requirements.

- Probability of Failure within 5 Years. This shall be determined at the start of the plan, the date the asset is added to the plan, and updated for each asset as a part of the annual prioritization process.
  - **4** 75-100%
  - **3** 50-75%
  - **2** 25-50%
  - **1** 0-25%
- Consequence of Failure – If the asset fails, what will be the consequence?
  - **4** Failure results in safety risk to public and/or to staff.
  - **3** Failure results in the substantial disruption of service (i.e. closure of a high use facility) and/or would cause catastrophic damage to or failure of other assets.
  - **2** Failure results in a significant disruption in service and/or has significant impact on other assets.
  - **1** Failure results in a minor disruption in service, an inconvenience to the public and/or little to no impact on other assets.
- Risk Factor
  - This is an **automatic calculation** based upon the data input for Probability of Failure times Consequence of Failure.
- Estimated Life
  - This is the industry or manufacturer standard for the asset
- Estimated Life Remaining
  - This is an **automatic calculation** that adjusts the Estimated Life by how many years the asset has already been in service; can be altered to accommodate unexpected deterioration of the asset.
- Planned Replacement Year
  - This is an **automatic calculation** that adds the Estimated Life Remaining to the year of the plan (on the Assumptions tab)



explained the definitions of some of the language used in her presentation. She reviewed the process of the organizational assessment and the key learnings. She said the community survey used for the reports was offered online, in paper form and in English and Spanish, with other language options available through Talitha.

Mr. Mottau explained the survey responses and tracking. He said 937 people interacted with the survey and 429 finished the survey. Staff held seven outreach events led by the DEI workgroup at the district. The survey offered text boxes and open-ended questions. The survey reached a high percentage of under-represented community members.

Ms. Hnin reviewed some of the open-ended responses: where people said they recreate and responses as to why people do not participate in district offerings. Overall the survey showed a positive message in feeling welcome in district programs, parks, trails and facilities by the community overall.

Next steps include the final assessment report, development of DEI action plan and plan implementation. Staff will follow up with the board again in January.

### 3. Sawyer Park Asset Replacement Project – *Bronwen Mastro*

Ms. Mastro said Sawyer park is just under 54 acres in town and on the river with a natural feel. She reviewed the parking and said the parking lot has fallen into disrepair which is limiting access to the park and trails. She spoke about the parking study that was conducted this summer and explained the main components: video-based traffic counts, periodic observations of how vehicles park and evaluation of “big data” primarily taken from blue tooth activity. Additional considerations included the pandemic, trail counter data collected by district staff and anecdotal information.

Ms. Mastro reviewed the data of the parking study considering individual users, school groups and projected growth. She explained the scope of the project that includes replacing the existing parking lot and the next steps for the project which includes public outreach and identifying grant opportunities.

The board had a discussion about the parking proposal and overall would like to have a broader conversation about parking and discuss some guidelines for future projects as well.

### 4. Budget Committee Applications and Review Process – *Sheila Reed*

Ms. Reed explained the process for appointing a budget committee member and asked the board if they would like to open applications or reappoint the person whose term is expiring. The board opted to reappoint this time and re-evaluate the process at a later date.

### 5. Service Levels Update – *Matt Mercer*

Mr. Mercer spoke about the outreach efforts for scholarships to the community. He said an unprecedented amount of \$180,000 was given out this summer, the next closest year was \$76,000.

Grant funding awarded to the district this summer made this possible. He said the service levels to the community have remained steady, but the district is still struggling to be fully staffed.

Mr. Mercer mentioned that the Art Station lease is coming to an end in March of 2022, and staff is still looking for another place to hold classes. The public has been informed and staff wants to assure the users that art programs will continue. Staff is investigating alternative spaces for art programs including preliminary discussions with the library. Staff is planning to move forward with an interim plan utilizing the Hobby Hut and Boat House on district property.

### **CONSENT AGENDA**

1. Minutes: 11/02/2021

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

### **BUSINESS SESSION**

1. Authorize Pre-work Amendment for Drake Park DRT Project Phase 1 – *Brian Hudspeth*

Mr. Hudspeth explained the permit process on this project and the separation of this project into phases to avoid expiration of the permits and additional costs. He reviewed phase one work, explaining that all work will be on district property and does not require any further easements. He said the work would include the beach area and trail work. He reviewed the permitting status and schedule for the entire project with a projected finish date of winter 2023.

Mr. Hudspeth explained that the cost of this project has gone up due to an increase in costs, expired permits and delays to the project. He spoke about the status of the easements, most have been recorded and three more are in negotiations.

***Director Schoen made a motion to authorize the executive director to negotiate an early work amendment with Emery and Sons Construction Group, LLC not to exceed \$1,787,133, and to authorize an additional 5% owner's contingency of \$90,000 for a total cost of \$1,877,133 dollars. Director Hovekamp seconded. The motion passed unanimously, 5-0.***

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Horton spoke about the following items:

- The district received a grant from PacifiCorp to test a battery powered mower.
- The fish passage study will cost \$30,00-\$50,000 he said the workgroup is hoping to get some funds from environmental groups.
- December 21<sup>st</sup> board meeting is canceled.
- He asked the board to consider in person meetings.
- Vandalism in parks is up, he shared with the board that some restrooms were recently hit at Pine Nursery Park and a restroom at Farewell Bend was set on fire. Staff is trying to learn more about what is causing this increase in vandalism.
- There has been some press about the FC Timbers lawsuit. The former Executive Director is being sued by the soccer club. The district will let the courts take care of the dispute.

- Email complaints have come in about some bike jumps that were created at Eagle Park. Staff has removed them and will investigate the possibility of creating a designated area of the park for this type of creative play.
- Sara Anselment, the newest planner for the district will begin just after Thanksgiving.
- Kristin Donald, the new Administrative Services Director, will start work December 8 and Eric Baird, Finance Manager, will begin at the end of December.
- He suggested some changes to the Budget Committee appointment process, including term limits and mentioned trying to recruit and diversify the applicant pool.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

- Director Hovekamp remarked on the great discussions tonight on parking and said he looks forward to continuing the discussion. He acknowledged the emails the board has received about the COID property that may be developed. He said it is a complex situation, a beautiful piece of property and he would like to see some protections for land like this and invited the public to stay engaged in the topic.
- Director Kropf said he appreciates conversations tonight and including discussions about climate change and protecting the environment.
- Director Borja commented on a staff member, John Battacan-Wilson, he had a table at a local campfire community event did an excellent job representing the district.
- Director Schoen commented on how grateful she is to work with a civil board. She also attended the Strong Town presentation and shared some points from the speaker.
- Director Méndez spoke about the board retreat for the next meeting. He suggested that public comments could be discussed in the good of the order. He invited the board to exchange views in meetings. He commented that there are still issues with in-person meetings stating that hospital numbers are still high and the hospital message is to remain vigilant and he said he struggles with hearing everyone when they are wearing a mask while speaking.

• **ADJOURN** 9:47pm



Prepared by,

Sheila Reed  
Executive Assistant

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Ariel Méndez, Chair

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Deb Schoen, Vice-Chair

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Jason Kropf

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Nathan Hovekamp

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Zavier Borja



## Board of Directors

December 7, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

### **AGENDA**

#### **BOARD PRESENT**

Ariel Méndez  
Deb Schoen  
Jason Kropf  
Nathan Hovekamp  
Zavier Borja

#### **STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Matt Mercer, Director of Recreation  
Sheila Reed, Executive Assistant  
Brian Hudspeth, Development Manager  
Henry Stroud, Trail Planner  
Rachel Colton, Park Planner

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

#### **MEDIA**

Isaac Biehl, The Source  
Richard Coe, The Bulletin

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

#### **WORK SESSION**

1. Introduction to Board Priorities and Vision – *Ariel Méndez*

Director Mendez gave a brief introduction about the meeting and reviewed the agenda.

2. Planning Process Overview – *Michelle Healy*

Ms. Healy presented several plans that staff uses to direct the priorities of the community into priority, budgeted projects. These plans include the comprehensive plan, the strategic plan, recreation program plan and trails plan. She explained that these plans create a subset of plans: annual action plan, capital improvement plan and annual budget.

3. Board Individual Priorities – *Ariel Méndez*

The board took three minutes to share some of their own priorities. The following list outlines each board member's priorities.

Director Hovekamp: Support planning structures that are in place, maintain levels of service, trail network, riverbank restoration/stewardship, protect funding/growth should pay its own way, open spaces, small and large natural areas

Director Kropf: Access/serve the entire community, grow as an environmental champion, partner with other agencies, prepare to be a more urban community (open space)

Director Borja: Make diversity, equity and inclusion (DEI) the center of conversations, SDCs and their role with houselessness, community partnerships, roles with other agencies/joint offices, staff and community interaction, identity-what we do and don't do

Director Schoen: Equitable Access, scholarships, Latino outreach, Drake Park trails for ADA, community engagement, public access to meetings, registration help for underserved populations, walkshed analysis as the new standard for planning, quality of life for all community, River Plan

Director Méndez: Serve most people: levels of service (LOS) goals equitable and sustainable as Bend grows, demographic analysis for planning, trails as active transportation, driving demand management, parking

#### 4. Board Reflection and Discussion

The board spent time discussing the priorities listed. Executive Director Horton said these priorities will be compiled and categorized for the board and a later discussion.

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

- Director Schoen reminded the board that the District Foundation Social will be on Dec. 15.
- Director Borja commented on the great outreach work that the district does.
- Director Kropf thanked the board for a productive discussion. He said he loves living in Bend and appreciates the open space and appreciates the work of the district
- Director Hovekamp commented on the issues that the board members have brought up tonight. He spoke about the appreciation he has to engage with nature and working with the board and staff and a wonderful organization
- Director Méndez commented on the lack of disfunction within the board and district and said differences compliment the board and thanked the board for their participation. He said he does not how to pursue the conversation about parking and he does not understand the disagreement shared by Directors Borja and Kropf. He said he is not comfortable with giving parking away for free when it is so expensive to develop, but added that he is open to a continued conversation.

**ADJOURN** 8:09 pm

Prepared by,

Sheila Reed  
Executive Assistant

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Ariel Méndez, Chair

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Deb Schoen, Vice-Chair

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Jason Kropf

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Nathan Hovekamp

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Zavier Borja

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	January 4, 2022
<b>SUBJECT:</b>	Budget committee member appointment
<b>STAFF RESOURCE:</b>	Finance Director
<b>PREVIOUS BOARD ACTION:</b>	Discussed re-appointing the outgoing committee member at the November 16, 2021 meeting
<b>ACTION PROPOSED:</b>	Appoint one member to the district's budget committee

**BACKGROUND**

There is one vacant seat on the district's budget committee. This seat will serve a term of three fiscal year budget processes, beginning with the 2022-23 fiscal year budget process. Daryl Parrish completed his term at the end of the budget process for fiscal year 2021-22. In prior years when a term is up for a budget committee member that would like to continue serving, the board has re-appointed that person for another term. Daryl Parrish would like to serve again.

At the December 16 board meeting, the board agreed to re-appoint Daryl Parrish for the budget committee position for another three years.

**BUDGETARY IMPACT**

The 2022-23 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on May 16.

**STAFF RECOMMENDATION**

Staff recommends the board re-appoint Daryl Parrish to the budget committee member to fill the vacant position.

**MOTION**

*I make a motion to appoint Daryl Parrish to serve on the Bend Park and Recreation District's budget committee for a term of three fiscal year budget processes, beginning with the 2022-23 fiscal year budget process.*

**ATTACHMENT**

None

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	January 4, 2022
<b>SUBJECT:</b>	Fiscal year 2020-21 Annual Comprehensive Financial Report (ACFR)
<b>STAFF RESOURCE:</b>	Kristin Donald, Administrative Services Director
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Accept fiscal year 2020-21 Annual Comprehensive Financial Report
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations and Management
<b>Outcome:</b>	Financial well-being supported by strong business practices

**BACKGROUND**

Oregon Revised Statute 297.405 – 297.555, the Oregon Municipal Audit Law, requires an annual financial report audit of all municipal corporations. The Secretary of State, Audits Division, in cooperation with the Board of Accountancy, and in consultation with the Oregon Society of Certified Public Accountants (CPAs), prescribes the minimum standards for the presentation of the report and the conduct of the audits.

The Annual Comprehensive Financial Report (ACFR) of Bend Park and Recreation District for the fiscal year ending June 30, 2021 is hereby submitted to the Board, (Attachment A). Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with the District. To the best of our knowledge and belief, the enclosed data are accurate in all material respects and are reported in a manner designed to present fairly the financial position and results of operations of the various funds of the District. All disclosures necessary to enable the reader to gain an understanding of the District's financial activities have been included.

The annual report is required to be independently audited by CPAs licensed by the Oregon State Board of Accountancy to perform audits of municipal corporations. The annual audit process contributes to the integrity of Oregon local governments by requiring an independent review of fiscal affairs and assuring that local taxpayers are provided a reliable and complete financial report that can be used to evaluate their local governments' performance. The District has received a clean audit opinion for fiscal year 2020-21 (and for all years prior since the district's first audit for fiscal year 1976-77). The auditor will be presenting information on the audit of the ACFR to the Board of Directors during the business session. See the Auditor's letter to the Board attached (Attachment B).

The ACFR is presented in three sections:

- ***The Introduction section*** includes this letter of transmittal, and the District's organization

chart, and certificates of achievement.

- **The Financial section** includes:
  - The report of the independent auditors
  - Management’s Discussion and Analysis (MD&A)
  - The basic financial statements, including the government wide financial statements comprised of the Statement of Net Position and the Statement of Activities and the accompanying notes to the financial statements
  - Required supplementary information other than the MD&A is also included in the financial section
- **The Statistical section** includes selected financial and demographic information, on a multi-year basis.

The transmittal letter read along with the MD&A, gives a good overview of the financial statements and the financial performance of the District for fiscal year 2020-21.

The Government Finance Officers Association awarded the district with a Certificate of Achievement for Excellence in Financial Reporting for its ACFR for the fiscal year ended June 30, 2020. In order to receive the award, the District must publish an easily readable and efficiently organized ACFR with contents that conform to program standards. We will submit this ACFR for the award as well and believe it meets the program standards.

#### **BUDGETARY IMPACT**

This was the fifth year of our auditing services professional services agreement with SGA Certified Public Accountants and Consultants, LLP. The agreement term is for five fiscal years, with the option to audit an additional two fiscal years. The amount for auditing services for the full five fiscal years is \$107,911. This fee is budgeted in the General Fund.

A clean unmodified audit opinion on the District’s financial statements is viewed favorably by investment analysts and strengthens the District’s ability to issue bonds or other debt at a lower interest cost.

#### **STAFF RECOMMENDATION**

Staff recommends the board receive the auditor’s presentation of the audited Annual Comprehensive Financial Report for the district for the fiscal year 2020-21 and make a motion to officially accept the report.

#### **MOTION**

***I make a motion to accept the Bend Park and Recreation District’s audited Annual Comprehensive Financial Report for the fiscal year 2020-21.***

#### **ATTACHMENT**

Attachment A: 2020-21 Annual Comprehensive Financial Report is available for download at: <https://www.bendparksandrec.org/about/finance/>

Attachment B: Auditor Board Communication



Board of Directors  
 Bend Metro Park and Recreation District  
 Deschutes County, Oregon

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Bend Metro Park and Recreation District (the District) for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

- Management's estimate of the depreciable lives for capital assets is based on a subjective analysis of the remaining usefulness and future planned replacements and retirements of capital assets. We evaluated the key factors and assumptions used to develop management's estimates of depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.
- The estimates used for determining the liability for the implicit rate subsidy for insurance of retirees as required by Government Accounting Standards Board (GASB) Statement No. 75, were determined using an actuarial study. We evaluated the key assumptions and determined they were reasonable in relation to the financial statements taken as a whole.
- The estimates used for determining the liability for the Retiree Health Insurance Account (PERS) for PERS retirement stipends as required by Government Accounting Standards Board (GASB) Statement No. 75, were obtained from audited financial schedules provided by Oregon Public Employees Retirement System. The opinion on the audited schedules was unmodified.

- The estimate of net pension liability, deferred inflows and outflows, and pension expense were obtained from audited financial schedules provided by Oregon Public Employees Retirement System. The opinion on the audited schedules was unmodified.
- The estimate for unearned registration and facility rental revenues is estimated based on figures maintained in the District's registration software. Because the District offers a tiered refund policy with regard to reservation booking, management has determined that a portion of the amounts reported as unearned is actually non-refundable and accordingly, has been earned. Management has elected not to estimate the impact of this as it believes the amount at any one point in time would not be material.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We identified the following errors during the course of our audit:

##### Governmental fund statements

We proposed an entry to increase the balance in Accounts Payable in the amount of \$12,450, which management concluded was not overall material to the financial statements. Our opinion is not modified with respect to this error.

##### Government-wide statements

We proposed an adjusting entry which decreased both Construction in Progress and the retainage liability in the amount of \$735,893.

We proposed an adjusting entry related to depreciation expense for the Larkspur building placed in service in August, 2020. Management's policy is to place assets in service the year following their completion date. Due to the size of the project, the unrecorded depreciation of \$1,266,102 was overall material to the financial statements.

Management has recorded both of these entries to the District's accounting records and they are reflected in the government-wide financial statements.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 20, 2021.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Matters*

We applied certain limited procedures to the Management’s Discussion and Analysis, the Schedule of Proportionate Share of the Net Pension Liability and OPEB, the Schedule of Contributions – Pension and OPEB and the Schedule of the Changes in Total OPEB Liability and Related Ratios, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to the General and System Development Funds Budgetary Schedules and the Other Supplementary Information as identified in the Table of Contents, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory Section, the Other Financial Schedules, and the Statistical Section, as identified in the Table of Contents, which accompanies the financial statements. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

*Restriction on Use*

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*SGA CPAs & Consultants, LLP*

SGA CPAs & Consultants, LLP

December 20, 2021

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	January 4, 2022
<b>SUBJECT:</b>	Petrosa Neighborhood Park Property Park Naming
<b>STAFF RESOURCE:</b>	Rachel Colton, Park Planner
<b>PREVIOUS BOARD ACTION:</b>	January 19, 2021 Petrosa Property Neighborhood Park Master Plan January 19, 2021 Petrosa Park Development and Purchase Agreement
<b>ACTION PROPOSED:</b>	Approve Name for Petrosa Neighborhood Park Property
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

In July 2021, the district adopted an updated Park, Facility and Trail Naming Policy (policy) to provide guidance when naming district assets. This policy includes the formation of a five-member Naming Committee that will make recommendations to the board regarding the naming of district assets. In October 2021, the district appointed five individuals to the Naming Committee. The naming of the Petrosa neighborhood park property is the first district asset to be named since the adoption of this policy.

The Naming Committee met on December 7, 2021 to discuss potential names for the “Petrosa” neighborhood park property. Potential names considered by the committee included:

- Petrosa Park
- Boulder Creek Park
- Rock Pile Park
- Fieldstone Park
- Rocky Mound Park
- Cascade Vista Park
- Field Channel Park
- Nipper Park
- Punky Park

Additional information, including more details about each potential park name, is included in the Naming Committee staff memorandum included as Attachment A of this report. After discussing the potential names, the majority of the Naming Committee members recommended Fieldstone Park as the name for the Petrosa neighborhood park property. More information about the committee’s discussions related to the potential park name is included in the Naming Committee December 7, 2021 meeting notes included as Attachment B of this report.

**BUDGETARY IMPACT**

Naming of the Petrosa neighborhood park site will have no direct budgetary impacts to the district. Park signage is already included in the budget for the park site, and the park's entry sign will include the approved park name.

**STAFF RECOMMENDATION**

Staff recommends that the board approve Fieldstone Park as the name for the "Petrosa" neighborhood park property.

**MOTION**

*I make a motion to approve Fieldstone Park as the name for the "Petrosa" neighborhood park property.*

**ATTACHMENT**

Attachment A – Naming Committee Staff Memorandum - Petrosa Development Park Site

Attachment B – Naming Committee December 7, 2021 Meeting Notes



TO: Bend Park and Recreation District Naming Committee

FROM: Rachel Colton, Park Planner

Date: November 30, 2021

RE: Petrosa Development Park Naming

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In 2020, the district began working with Pahlisch Homes on the planning and design of a 5.2-acre neighborhood park located in the Petrosa development in northeast Bend (Park Search area #4). This park was identified in the district's comprehensive plan to meet the needs of the future residents in this urban growth boundary expansion area.

The future park is located at the intersection of Eagle Road and NE Boulder Creek Drive. The site is currently undeveloped and was previously used for farming – including growing hay and raising black angus cattle. The western edge of the site is open and mostly free of existing trees. The remainder of the site is covered in stands of Juniper trees, and two prominent rock piles exist on the northern portion of the site. Proposed features of the park will be integrated into the site to reduce impacts to the natural landscape. Park features include open lawn, picnic and gathering space, play area, bike skills trail, paved paths, and natural soft surface trails per the district's Development Standards. The approved park master plan is included as Attachment A and site photos are included as Attachment B.

Pahlisch Homes hopes to start park construction prior to the end of the year, and the park is expected to be open in Fall of 2022.

### **Outreach**

The Parks, Facility and Trail Naming Policy (policy) requires community outreach for district asset naming. Specifically, for neighborhood parks, "requests for potential names shall be solicited from the applicable Neighborhood Association and its membership, and as part of the planning and design process." The Petrosa development park site was designed prior to the update of the policy. Though outreach was completed to inform park components and design, the outreach did not include discussion of park naming.

In October of 2021, district staff reached out to both the Boyd Acres and Mountain View Neighborhood Associations to solicit potential names from their membership. Given that the Petrosa development has not yet been assigned to a specific Neighborhood Association, the City encouraged the district to reach out to both Neighborhood Associations. Both Neighborhood Associations posted the opportunity to suggest park names on their websites and Mountain View Neighborhood Association also posted to

their Next-Door Page. The district did not receive any suggested names from members of these Neighborhood Associations in response to the request for input.

### Potential Names

When considering potential names, staff worked to determine names that fell into one of the five naming categories identified in the policy:

- Geographic
- Indigenous, Cultural or Historic
- Native Flora or Natural Feature
- People
- Community Organization

Research to determine potential names included:

- Discussion with Pahlisch Homes, David Nipper (previous property owner for the majority of the Petrosa development), Naming Committee members and district staff.
- Research at the Historical Museum, which focused on review of online newspaper archives to learn more about the history of the Nipper family.
- Internet research to better understand the history and context of potential names.

A total of nine potential names were identified for the park. These names are discussed below.

- **Petrosa Park** – This name aligns with the geographic naming category. Names in this category are place based and can help support wayfinding and establishing a sense of place. Even those who do not live in the development would have an understanding of the general location of the park if this name were selected. The Petrosa development was named for the Italian word Petrosa, which means rocky places/rockery. The entire Petrosa development site has significant amounts of rocks and some rocks from throughout the larger development site will be used for stem wall development in several structures throughout the development. As noted previously, specific to the park site there are two rock piles. The larger rock pile will be removed for park construction, but the smaller rock pile may remain as a park feature.
- **Boulder Creek Park** – This name aligns with the geographic naming category. Though there is no historical creek in this location, the park is located at the intersection of NE Boulder Creek and Eagle Road. The assigned address for the property is 3770 Eagle Road, however, [Eagle Park](#) is already a Bend Park and Recreation District park.
- **Rock Pile Park** – This name aligns with the native flora or natural feature naming category. Names in this category support a connection to the physical features that exist on a site, or previously existed on the site. Agriculture is what brought the first homesteaders to Central Oregon. In order to farm a property, individuals had to clear land, which included moving lots of rocks. Farmers would find a spot to start piling rocks and as their plows and harrows hit rocks, they'd dig them up and haul them to a central location and pile them up. Making a pile of rocks was the most efficient way to deal with rocks at that time. The rock piles that exist on site today were hand stacked by the Walker family, who owned the property prior to the Nipper family. As noted previously, the park site currently has two rock piles, one of which may be retained when the park is developed.

- **Fieldstone Park** – This name aligns with the native flora or natural feature naming category and is a different take on the name Rock Pile Park. A common vernacular for these rocks is fieldstones, and this is perhaps a more refined name than Rock Pile Park.
- **Rocky Mound Park** – This name aligns with the native flora or natural feature naming category and is another alternative to Rock Pile Park.
- **Cascade Vista Park** – This name aligns with the native flora or natural feature naming category. The park site has a beautiful view of the Cascade Mountains, which boast the tallest and most spectacular peaks in Oregon. This view will be enjoyed by those who visit the park.
- **Field Channel Park** – This name aligns with the native flora or natural feature naming category. A field channel is a small channel excavated by cultivators in the irrigation field and two currently existing on the park site. Both field channels would be removed during construction of the park.
- **Nipper Park** – This name aligns with the people naming category. Names in this category support a connection to the history of the site, or acknowledge a person or family who made a significant contribution to the community or the district. As noted previously, the Nipper family owned a significant portion of the Petrosa development site prior to acquisition by Pahlisch Homes. The Nipper family purchased the first parcel of what is now the Petrosa development in 1963. They used this parcel for farming, and David Nipper indicated that they were always growing hay and tending cows. Over time, the Nipper family bought more parcels in the immediate vicinity, and continued to farm and raise cattle. While researching the family history in newspaper archives, it came to light that some individuals in the family (not those who owned this property), had experiences that would not warrant the district recommending a park be named after the Nipper family. In discussions with David Nipper, he confirmed that his desire wasn't necessarily to have a park named Nipper, but noted he would appreciate any acknowledgement of his family's history/the site's history with the selected park name.
- **Punky Park** – This name aligns with the people naming category. In speaking with David Nipper, he suggested this name because his mom was nicknamed "Pumpkin" or "Punky" for short due to her red hair. He thought naming the park Punky Park would be a nice way to acknowledge his family's connection to the property. As with the name Nipper Park, the district would not recommend this name given the family history and the name's connection to the family.

The Naming Committee can consider these suggested names, as well as any others when discussing potential names and making their recommendation to the district's board of directors. The board of directors is tentatively scheduled to review potential names for the Petrosa development park site at their regular meeting on January 4, 2022.

Attachment A: Approved Park Master Plan

Attachment B: Site Photos



## Naming Committee Meeting Notes

Meeting Date: December 7, 2021

Meeting Time: 8:30am

Location: Bend Park and Recreation District Community Room, 799 SW Columbia Street

### 1. Welcome and Staff Introductions

- a. Present
  - i. *Committee*: Tom Fisher, Mike Berry, Carrie Ramoz, Jane Dunham
  - ii. *Staff*: Rachel Colton, Kelsey Schwartz, Sara Anselment
- b. Absent
  - i. Rebekah Averette

### 2. Naming Committee Introductions

- a. Be prepared to introduce yourself and tell us what inspired you to join the committee
  - i. **Mike Berry** has lived in Bend since the early 1970s and was a land surveyor with the County. He is now retired but has his own consulting business. He is currently on the board of the Deschutes Historical Society and a history buff who wants to help name parks based on history, land use, and the culture of the area, as well as helping to do the research for the process.
  - ii. **Carrie Ramoz** works in marketing at Tetherow. She is an Oregonian and been in Central Oregon since 2005. She loves Oregon! Her Dad worked for state parks so she was raised with value for land and protecting it. She is excited to be involved in the process and believes she can be an asset to the committee.
  - iii. **Jane Dunham** is very involved with the district between volunteering, teaching yoga for the district, and is on the BPRD Foundation board. She is interested in the history of Oregon and believes this is a new way for her to be involved and benefit the district.
  - iv. **Tom Fisher** is currently on the district's budget committee, as well as serving on the BANA board. He has served on other district boards as well. Names have value and meaning, and he values having our assets named with purpose. He wants to know the why of names to direct the decisions.

### 3. Review of Naming Policy/Approach to Naming

- a. Rachel presented the PowerPoint and reviewed policy information.

- i. No questions or comments from the committee.

#### **4. Overview of the Naming Committee’s Role and Expectations**

- a. Rachel presented the PowerPoint and reviewed Committee information.
  - i. No questions or comments from the committee.

#### **5. Petrosa Development Park Naming**

- a. Staff presentation, committee discussion and naming recommendation
  - i. Carrie – It would be great to have a name in congruence with the rock piles and honor how Central Oregon started in farming. There was a lot of human work to clear the fields and start farming.
    - 1. Rock Pile sounds rugged; prefers Fieldstone or Rocky Mound. They are more unique names and would not be confused with other areas of town.
    - 2. Cascade Vista is a lovely name but there are other areas in town with those features.
  - ii. Jane - Field Channel doesn’t make sense if the channel will be eliminated during the construction and development. Petrosa Park places the park geographically and is part of the rock story.
    - 1. Tom - Will Petrosa stay the “main name” or will it fade over time? Will there be longevity that makes sense with the name of the park?
      - a. Rachel says yes as it has been marketed as Petrosa.
      - b. Mike also doesn’t believe the name will fade over time as it’s a large subdivision/Master Plan.
    - 2. Jane also does not support Boulder Creek as it infers there was a creek there.
      - a. Rachel says the name was suggested as that is a cross street, but noted that the official address of the park will be on Eagle. However, Eagle Park is already a named district asset.
  - iii. Mike – Some members of the Nipper family from previous generations have had some negative issues. A recent extended family member with the Nipper last name had a bad reputation locally.
    - 1. Rachel reviewed some of the family history she found in news articles.
    - 2. Tom says the family name would cause the risk of the park needing to be re-named.
  - iv. Tom - Does Fieldstone accurately describe the rocks in the pile as they are lava rocks?
    - 1. Mike says it does since according to the dictionary, fieldstone is “a stone in the field”
  - v. Kelsey asked if “Rocky Mound” should be edited to “Rock Mound” to better designate the piles themselves versus a descriptive sounding name?
    - 1. Yes, the group agrees that sounds better and more concise.

- vi. Tom notes that using either “Rock Mound” or “Fieldstone” as names would be good because it could tie into an interpretive sign for patrons about the history of the land, especially if a pile is left in the natural area.
  - 1. Mike also mentioned that farmers used something called a Stoneboat to help move the stones when clearing the fields, and that this is an interesting part of that history.
  - 2. Rachel confirmed that the park budget didn’t include monies for interpretive signage, but would explore options related to telling the story of the park’s history.
- b. Eliminated names by order:
  - i. Punky
  - ii. Cascade Vista
  - iii. Field Channel
  - iv. Rock Pile
  - v. Nipper
  - vi. Boulder Creek
  - vii. Petrosa
- c. Top 2 choices for each committee member
  - i. Jane: Fieldstone and Rock Mound
  - ii. Tom: Fieldstone and Petrosa
  - iii. Carrie: Fieldstone and Rock Mound
  - iv. Mike: Rock Mound and Fieldstone
    - 1. Rachel asked group members to clarify why Rock Mound is different to them than Rock Pile?
      - a. Mike - Rock Pile sounds like prison rock work to him.
      - b. Jane - Round Mound sounds more like a natural feature.
      - c. Carrie - Rock Pile takes more education for a patron up front than Rock Mound.
- d. **Committee Recommendation:** The majority of the committee recommended the name “Fieldstone Park” for board consideration at their January 4, 2022 board meeting.

## 6. Next steps

- a. Board review of Petrosa development site park names
  - i. Confirmed this will occur at the January 4, 2022 board meeting
- b. Upcoming asset naming
  - i. Project 155 – Bend Golf Club Site  
<https://www.bendparksandrec.org/project/project155/>

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	January 4, 2022
<b>SUBJECT:</b>	Purchase and Sale Agreement with City of Bend for 62975 Boyd Acres Road
<b>STAFF RESOURCE:</b>	Don Horton, Executive Director Michelle Healy, Deputy Executive Director
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Authorize Executive Director to enter into a purchase and sale agreement with the city of Bend to acquire property at 62975 Boyd Acres Road.
<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**

The Park Services Department has operated out of the shop located off Simpson Avenue since prior to the formation of the District in 1974. Since 1974, the district's population has grown from about 14,000 to nearly 104,000 people, and district park, trails and facilities have expanded accordingly. The current shop has operated at capacity for years necessitating the need to expand.

In 2015, the district contracted with BLRB to prepare a programming report for the district's park operations. The purpose of the study was to document existing and future operational and space needs for the district's park services department, consider possible sites and estimate costs. The plan evaluated the feasibility for meeting the district's operational needs at several different locations including the existing shop, at Pine Nursery Park, at Big Sky Park and at a Ward and Company owned site off Murphy Road. The preliminary opinion of probable cost for a new facility ranged from \$14.5M to renovate the existing shop, to \$23.4M to build an entirely new shop at a different location (not including land acquisition costs).

In addition to consideration of these sites, district staff searched for other sites, both developed and undeveloped in order to keep cost down and to find a more suitable location. Vacant properties and built properties were considered. The three site-selection criteria considered most important were cost, land size and location (in order to reduce trip times). Difficulties arose in finding a suitable location because of the lack of inventory.

The district was in early negotiations with a local developer to potentially build a new maintenance facility off Brinson Boulevard when the city of Bend announced their desire to sell their utility

maintenance facility off Boyd Acres (see attachment A). The advantages of the Boyd Acres maintenance facility are that it was cheaper than building new and has more indoor space to allow for growth. The property is smaller than we had planned but by retaining the existing maintenance facility off Simpson Avenue, the district is well positioned to accommodate future growth for years to come.

The city property is 5 acres in size, rectangular shaped, with an office building and several shop buildings that will accommodate all divisions of the park services department. There is also adequate building space to accommodate storage needs and future growth.

This purchase and sale agreement is non-traditional because it considers the sale of the property four years before the district will take ownership. The advantage of entering into an agreement now is it assures the district will have a new maintenance facility by a time certain and it assures the city will have a buyer at the time they plan to move to a new facility.

Unique conditions of this agreement are as follows:

**Purchase date:** By December 31, 2025

**Lease-Back Option:** The city has a lease-back option for up to two years in case the city has not completed development of their new maintenance operations facility. The lease-back option requires the city to pay market rate rent.

**Purchase Price:** The parties obtained an appraisal of the property from Bratton Appraisal Group LLC, dated July 23, 2019, which valued the property at \$6,500,000. Once the city notifies the district that they are vacating the property, the parties will have a new appraisal completed. The purchase price will be the amount determined by the second appraisal, but shall not be more than 10% higher or lower than the original appraisal. Assuming land prices continue to escalate, the purchase price will not exceed \$7,150,000. Should property values decline, the purchase price will not fall below \$5,850,000.

**Earnest Money:** The district will deposit \$65,000 in earnest money into an escrow account upon executing the PSA.

**Feasibility Period:** There is a 180-day feasibility period that commences upon signing the PSA. During this period the district will conduct all necessary due-diligence to assess the feasibility of the property for the district's intended use including, inspecting, investigating, and obtaining third-party reports regarding the property's condition (including the title, environmental, structural, roof, soils, and all other aspects of the physical condition of the property); obtaining architectural and engineering plans; confirm availability of sewer, water, and other necessary utility capacity, and making all other appropriate inquiries with respect to the property.

**Secondary Reports:** Given the uncharacteristic nature of this purchase and sale agreement and the four-year lag of time between the execution of the PSA and the closing date, the district will be conducting a second appraisal (mentioned above), reissue a title report and conducting a follow-up phase I environmental.

All other provisions of the purchase and sale agreement are customary in district acquisition of real property.

**BUDGETARY IMPACT**

The cost to acquire the site no more than \$7,150,000 based on the PSA (plus district due diligence and some associated closing costs). The district has been setting aside property tax funds in the facility reserve fund for the past three years to fund a new shop. To date the district has saved \$6,200,000. The remaining funds will be saved in district budgets between fiscal year 2022 and the closing date in December 2025. In addition to the price of the property the district is also saving \$2,000,000 for tenant improvements that will take place after closing.

**STAFF RECOMMENDATION**

Staff recommends that the board authorize the executive director to enter into a purchase and sale agreement with the city of Bend to acquire real property located at 62975 Boyd Acres Road.

**MOTION**

**Staff recommends that the board authorize the executive director to enter into a purchase and sale agreement with the city of Bend to acquire real property located at 62975 Boyd Acres Road for a purchase amount not to exceed \$7,150,000 plus any related due diligence and closing costs.**

**ATTACHMENT**

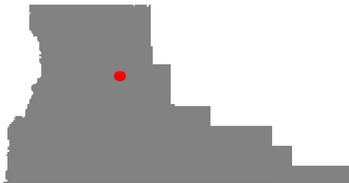
Attachment A: Boyd Acres Property Map

# Attachment A

## Boyd Acres Property



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Deschutes County GIS



Date: 12/27/2021



0 162.5 325 650  
ft

1 inch = 376 feet





## PLANNING & DEVELOPMENT PROJECT UPDATES January 2022

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### COMMUNITY AND REGIONAL PARK PROJECTS

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**Sawyer Park Entrance and Parking Lot Upgrades:** The existing park entrance and parking lot have reached the end of their life span and are beyond normal maintenance repair and required capacity needs. The first step in upgrading the parking was to understand the demand, both current and what is projected for the future. A consultant study is complete and the report has been issued. The design consultant RFP will be advertised this month, closing the beginning of February 2022.



**Alpenglow Community Park:** Park construction will continue into the spring of 2022. Most elements of the park are nearly constructed, but there are many details yet to be completed. With winter here, items like structures, signage and furnishings will be finished as soon as they can be, and other items such as landscaping will be completed as weather allows. The COID bridge is in place and the trail connections are in use. The pedestrian bridge that will span the railroad from the park to the Hidden Hills neighborhood is on site and placement is planned for this winter. Staff will continue to coordinate with adjacent property owners and neighbors during construction, keeping them updated on the progress of the park.



**Drake Park DRT & Bank Improvement Project:** Staff continues to work with the three landowners to obtain the required right of way easements needed to construct the trail. The State Parks LWCF grant is still being reviewed. National Parks Service is conducting its own Section 106 permit review and has been consulting with the Confederated Tribes of Warm Springs. An early work amendment has been executed for Phase 1 of the project; this will include work within district owned property and does not require easements. The district received approval from the City on the amended WOZ permit and is now awaiting the City building permits and the notice to proceed from State Parks on the grant to start Phase 1.



**Big Sky Park Expansion:** The contract for the Big Sky Park Improvements project was awarded on October 5<sup>th</sup>. The base bid, which consists of the infrastructure improvements, was accepted as well as three alternates for bike park elements, pump track, tot zone, skills course and trials area as well as single track trails. The alternates were in part funded through a grant from the Bend Sustainability Fund. Construction has begun and is expected to be complete by summer of 2022.

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## NEIGHBORHOOD PARK PROJECTS

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**Bend Golf and Country Club Park Site (Project #155):** Staff has been working with the consultant team on initial conceptual infrastructure designs, city coordination, and project schedules. Public outreach will start in the new year with a community survey, several open houses, and other communication opportunities. Outreach will continue into the spring and summer of 2022.



**Petrosa Neighborhood Park – Park Search Area 4:** BPRD and Pahlisch Homes are coordinating to build a park and multiple trails in the UGB northeast edge expansion area. The subdivision 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. Ninety percent of the 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 winter, with completion in the fall of 2022



**Northpointe Park:** Work has started on this park. The project is under construction and the new road has been roughed in with storm drainage placed. The skate spot is completed, and work will now begin on the playground and plaza areas of the park. The anticipated completion date is late spring of 2022.

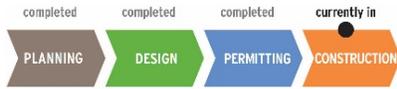


**Hollygrape Park ADA Improvements:** Due to a single bid after the first RFP that far exceeded the project’s budgeted amount, the project will be put out for re-bid this winter.

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## TRAIL PROJECTS

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**Central Oregon Historic Canal Trail -Crossing Safety Improvements:** BPRD is currently installing safety upgrades at the Blakely Road and Brosterhous Road crossings which includes new signage, pavement markings, and accessibility upgrades. The district intends to install additional upgrades at the Ferguson Road crossing in 2022 which includes: crossing illumination, signage, pavement markings and accessibility upgrades.



**North Unit Canal Trail:** BPRD is preparing to issue two RFP's related to development of Phase 1 of the North Unit Canal Trail between Canal Row Park and Deschutes Market Road. One RFP is for design, engineering, and permitting and the other is to hire a right of way agent to help with the complex property transactions that are expected. In November, BPRD presented the project to the North Unit Irrigation District Board of Directors to seek approval to begin design work on Phase 1. North Unit is currently reviewing the proposal and approval is pending.



**Canal Row Park Trail Connection:** BPRD has completed construction of the 520-foot trail connection that fills a gap between an existing multi-use trail adjacent to Butler Market Road and Canal Row Park.

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## RIVER PROJECTS

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**Deschutes River Access and Habitat Restoration Plan:** The board adopted the plan on November 2, 2021 and staff has already begun implementation. As part of year one implementation, staff has identified 8 of the 28 projects to begin working on.



**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.

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## OTHER PROJECTS AND FUTURE DEVELOPMENT

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**Talline Development – Park Search Area 5:** 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.



**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.



**Murphy Road Development:** BPRD and JL Ward Co. are discussing 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 15<sup>th</sup> Street and the newly opened 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.



**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.



**Diversity, Equity and Inclusion (DEI) Initiative:** The final draft of the assessment report is complete and has been reviewed by staff. Talitha Consults is making their last edits. The final report is expected by the end of the month and the Spanish translated version is expected next month. Planning for the action plan development is beginning.

## Board Calendar 2022

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

### **January 18**

#### Staff Introductions

Sabrina Pinkerton  
John Batacan-Wilson  
Kevin Moriarty

#### Work Session

- ◆ Service Levels Update – *Matt Mercer (20 min)*
- ◆ P&D Level of Services Update – *Henry Stroud and Sara Anselment (40 min)*

#### Business Session

- ◆ Development Agreement for Riverbend South project with UDWC – *Ian Isaacson (30 min)*
- ◆ DEI Initiative Final Assessment Report Acceptance – *Bronwen Mastro and Talitha Consultants (60 min)*
- ◆ Park Rentals – *Michael Egging and Becky Rexford (20 min)*

### **Jan 31 (Board Workshop)**

### **February 15**

#### Staff Introductions

Katy Aceto  
Daniela Ahmed  
Brian Hames

#### Work Session

- ◆ Park Services Report: Fleet and Equipment Program – *Roy Radcliff (15 min)*
- ◆ First reading of findings and resolution for alternative contracting method for river projects with UDWC – *Justin Sweet and Brian Hudspeth (15 min)*

#### Business Session

- ◆ Approve Temporary Construction Easement and approve additional Right-of-Way dedication for Pahlisch/Pine Nursery – *Brian Hudspeth (20 min)*
- ◆ Hold public hearing for alternative contracting method for river projects with UDWC – *Justin Sweet and Brian Hudspeth (5 min)*
- ◆ Adopt findings and resolution for alternative contracting method for river projects with UDWC – *Justin Sweet and Brian Hudspeth (15 min)*
- ◆ Development Agreement for Riverbend South project with UDWC – *Ian Isaacson (30 min)*

### **March 1**

Work Session

Business Session

### **March 15**

Work Session

Business Session

- ◆ Approve design consultant contract for McKay-Miller's-Columbia river access study project – *Ian Isaacson (30 min)*

### **April 5**

Work Session

- ◆ Needs Based Assistance Annual Report and Recommendation for Fiscal Year 22-23

Business Session

- ◆ Approve Needs Based Assistance Plan for Fiscal Year 22-23

### **April 13 Budget Tour**

### **April 19**

Work Session

- ◆ Budget Committee

Business Session

### **May 3**

Work Session

Business Session

### **May 17, 19, 20 Budget Committee Meetings**

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

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

Award GMP for Drake Park DRT Project – *Brian Hudspeth*

Parking Guideline Development Discussion – *Michelle Healy*

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