



Bend Metro Park & Recreation District

March 15, 2022

# Board of Directors Agenda and Reports

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



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## **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.

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District Office | Don Horton, Executive Director

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



**EXECUTIVE DIRECTOR'S REPORT**  
**PROJECT REPORT**  
**BOARD MEETINGS CALENDAR REVIEW**  
**GOOD OF THE ORDER**  
**ADJOURN**

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	March 15, 2022
<b>SUBJECT:</b>	Needs-Based Assistance Report for 2021-22 and Proposed Plan for 2022-23
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	April 20, 2021 - Approved Needs-Based Assistance Plan for Fiscal Year 2021-22 February 19, 2019 – Approved Revised User Fees and Charges Policy
<b>ACTION PROPOSED:</b>	Board Discussion and Approval
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	District services that are accessible to all
<b>Strategy:</b>	Develop solutions and required resources to mitigate identified barriers to participation and involvement.

**BACKGROUND**

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

Staff will share how NBA resources were used in the current fiscal year. Staff will then present the Needs-Based Assistance Plan for Fiscal Year 2022-23, including funding requirements, for board input and feedback prior to final draft. The plan is scheduled for board approval at the April 5 Board Meeting.

**BUDGETARY IMPACT**

The funding requirements and resources for next year's Needs-Based Assistance program is included in the Need's based Assistance Plan for Fiscal Year 2022-23. The budget impacts were also included in the Financial Forecast provided to the Board at the January 31 Annual Board Workshop.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for Fiscal Year 2022-23 with any board directed changes at the April 5 Board Meeting.

**MOTION**

*None*

**ATTACHMENT**

**Attachment A – Draft Needs-Based Assistance Plan for Fiscal Year 2022-23**



## Needs-Based Assistance Plan – FY 2022-2023

### **Eligibility Standards**

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

### **Application and Qualification Process**

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

### **Registration Process**

1. Individuals must be approved for assistance before registering.
2. Participants are responsible for paying the remainder of the fee at the time of registration. In the event that a household is unable to pay their portion of the fee at the time of registration, designated staff will work with household to set-up a payment plan, access gap funds or provide other assistance that allows them to participate.

3. District may reserve spaces in some critical high demand, limited capacity programs for scholarship eligible participants in order to ensure more equitable access.
4. There are currently no limitations on the number of programs that people may register for or the amount of assistance received; however, limitations may be put in place should requests exceed available funds.

**Recreation Scholarship Assistance**

The following charts summarize the level of assistance provided to individuals through the Recreation Scholarship Program for most programs in the 2022-23 Fiscal Year.

**Table 1: Recreation Program Assistance Levels**

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

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

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

**Definitions/Explanations**

1. The percentages shown in the charts represent the portion of the regular fee that is provided through the Recreation Scholarship Program.
2. Disabled is defined as individuals with permanent physical or developmental disabilities, including those qualifying for long-term disability assistance. Documentation may be required in some cases (i.e. long-term disability award letter or SSI).
3. Core and Complementary program classifications are identified through the Recreation Department’s Program Assessment Tool.
4. Some programs and services are not eligible for Recreation Scholarship assistance. This includes programs identified as specialized programs in the Program Assessment Tool (ex. personal training, advanced instruction), private services (ex. facility rentals, concessions) and low-cost programs already heavily subsidized.



5. Recreation Scholarship assistance for programs offered through independent contractors is limited to 25% for both high and moderate need households unless the independent contractor opts in to match the district in which case assistance is 50%.
6. The Recreation Scholarship Program does not apply to the Out-of-District portion of the fees. Non-District Residents must pay the full Out-of-District fee; however, they are eligible for scholarship assistance on the In-District fee.

**Funding**

Recreation Scholarship Program revenues and expenses are included in the General Fund Recreation Department Budget each year although some funds come from donations, grants and partnerships. The estimated funding requirements and funding sources for the Fiscal Year 2022-23 follow:

**1. Estimated Funding Requirements**

Recreation Scholarship Fund Use	\$425,000
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**2. Estimated Funding Sources**

General Fund Tax Support	\$256,500
Cell Tower Leases	\$75,000
Sponsorships/Advertising	\$55,000
Bend Park and Recreation Foundation Donations	\$23,500
Grants and Partnerships	<u>\$15,000</u>
Total Resources	\$425,000

There are several other funding sources that provide assistance to scholarship eligible participants by paying all or a portion of the non-scholarship fee. These funds show as regular revenue and therefore are not included in the scholarship budget.

- Opdycke Fund – Supported by donations from the Opdycke family and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees a. \$10,000-\$15,000 in funds are expected to be distributed in the 2022-23 fiscal year.
- Foundation Gap Fund – Supported and managed by the Foundation, this fund provides financial assistance to those who need support above and beyond what the district’s Scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs and transportation to and from programs. \$1,000-\$2,000 in funds are expected to be distributed in the 2022-223 fiscal year.

## **Other Recreation Services Supporting Lower Income Families**

In addition to the Recreation Scholarship Program, the district provides other programs and services that serve lower income individuals and families. Funding for these programs are included in the Recreation Services budget and supported by general fund resources. Services planned for Fiscal Year 2022-23 include:

- Outreach Services – our outreach team of two full-time staff are focused on reaching and removing barriers to participation for lower-income families and other underserved populations including the growing Latino community through grass roots efforts, collaboration with other community organizations and special events.
- Discover the Outdoors – this program provides underserved youth the opportunity to experience outdoor activities and public lands by removing barriers including cost, transportation, equipment, language and experience. The program is partially funded by a \$5,000 grant for the Children’s Forest of Central Oregon.
- Outreach Events – hosted at a variety of locations, these events include activities for kids and families while introducing people to district opportunities and resources including the Recreation Scholarship Program.
- Free Family Nights at JSFC and Larkspur Community Center – this popular program is expected to return after a 2-year hiatus during the pandemic
- Family Skates at The Pavilion – Low fee family skate opportunities on most Sunday mornings.
- Senior Social Programs – Free and low fee social-oriented programs for seniors at the Bend Senior Center including dances, movies, book clubs, cards, games and more.
- Senior Resource Services – Free education and resource sessions for seniors at the Bend Senior Center offered in partnership with a variety of local agencies.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	March 15, 2022
<b>SUBJECT:</b>	Design Build Contract Closeout for JSFC Indoor Pool Tank Replacement Project
<b>STAFF RESOURCE:</b>	Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	July 16, 2019 Approve Resolution No. 431 Authorizing the use of a Design Build Contract; November 5, 2019 Design Build Award to LCG Pence; November 17, 2020 Award GMP (Guaranteed Maximum Price)
<b>ACTION PROPOSED:</b>	None
<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**

In July 2019, the district board of directors authorized resolution No. 431 directing staff to forgo the normal bid procedures for construction of the JSFC Pool Tank Replacement project, and pursue an alternate form of construction contracting known as a design build in compliance with OAR 137-049-0690.

In November 2019, the board approved a contract with LCG Pence, LLC (Pence) for design build services for JSFC Indoor Pool Tank Replacement project. Pence acted as the district's designer until November 2020 when the board approved the Guaranteed Maximum Price (GMP) provided by Pence for construction of the project.

Upon board approval of the GMP, Pence served as the general contractor (GC) overseeing construction of the project until final completion. The district sent notice of final completion to Pence on December 6, 2021 upon receipt of the final invoice. The design build contract has been fulfilled and paid out per the terms of the contract.

Per ORS 279C.355, the Contracting Authority (the district) is required to prepare a "Post Construction Report" for the evaluation of the contract. Attachment A is the post construction report prepared for the JSFC Indoor Pool Tank Replacement project design build contract.

**BUDGETARY IMPACT**

The district's Capital Improvement Plan (CIP) allocated \$3,708,806 for the JSFC Pool Tank Replacement project. Of that total funding, \$3,237,303 was budgeted for the design build contract.

Through the design build process Pence was able to save the district \$135,249 from the GMP. Overall, the final project costs were \$3,236,261, for a total CIP saving of \$472,545.

**STAFF RECOMMENDATION**

Staff recommends the board accept the post construction report for the JSFC Indoor Pool Tank Replacement project.

**MOTION**

*I move to accept the post-construction report for the JSFC Indoor Pool Tank Replacement project to fulfill requirements under ORS 279C.355.*

**ATTACHMENT**

Attachment A – JSFC Indoor Pool Tank Replacement Project Post-Construction Design Build Evaluation



**Juniper Swim and Fitness Indoor Pool Tank Replacement Project  
Post-Construction Design Build Evaluation  
Design Build by General Contractor**

Evaluation of public improvement projects more than \$100,000 not contracted by competitive bidding  
(<https://www.oregonlaws.org/ors/279C.355>)

**Date:** March 1, 2022  
Delivered to the Bend Park and Recreation District Board of Directors on Tuesday, March 15, 2022

**Project Name:** Juniper Swim and Fitness Center (JSFC) Indoor Pool Tank Replacement Project

**Solicitation:** #072 JSFC Indoor Pool Renovation Project

**Project Description:** The JSFC Indoor Pool Tank Replacement project includes the complete pool tank renovation, and associated work for new equipment, pool decks, and miscellaneous updates and repairs to two indoor pools. The original pools were constructed in 1978 and was identified in the district's asset management plan for replacement.

**Owner:** Bend Park and Recreation District (BPRD)  
799 SW Columbia St  
Bend, OR 97702

**Project Manager:** Brian Hudspeth, Development Manager, BPRD

**Location:** 800 NE 6<sup>th</sup> Street  
Bend, OR 97701

**Contractor:** LCG Pence, LLC  
5400 Meadows Road, Suite 400  
Lake Oswego, OR 97035  
OR CCB# 153167

**BPRD Project #:** 072

**Actual Project Costs:** Pre-Construction - \$302,529.00  
Construction - \$2,853,207.80

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**Contract Start Date:** ----- November 8, 2019

**Date of Last Contract Payment to Design Builder:** ----- November 30, 2021

**September 2019 - Original Project estimated cost (from RFP):**-----\$2,500,000.00

**August 2020 - Project estimated cost (at conceptual design):**-----\$3,292,004.00

**December 2020 - Guaranteed Maximum Price (GMP):** ----- \$2,988,457.00

**Change Orders:** ----- (\$-135,249.21)

**Total Cost:**----- \$2,853,207.80

**Difference between original RFP estimate and actual costs:**----- \$353,207.80

**Percentage of Change Orders against original contract:** ----- (-4.5%)

**The number of project change orders issued by BPRD:**

- Number of Early Work Amendments and GMP Adjustments: 0
- Change orders correcting contract Language (\$0 change to scope of work): 1
- Number of Change Orders after GMP that changed scope of work: 5

**1. Project Narrative**

The JSFC Indoor Pool Tank Replacement project was a scheduled asset replacement for two indoor pool tank vessels. The original vessels were constructed in 1978, and have served the district’s indoor swim needs since that time. The original vessels were a poured concrete tank with a specialized paint for waterproofing. The original gutter system doubled as the pools surge tanks. They were a poured in place concrete gutter system with open sides, and sloped tops. The interior reinforcement had deteriorated to a point where repairing was no longer an option. The pool decks surrounding the pool did not meet current ADA slopes and needed replacement. The pools mechanical pumping system, filter systems, and pit configurations were also outdated and in need of replacement.

The district used a proprietary system by Myrtha Pools designed to retrofit older pools of concrete vessel design. The challenge of this retrofit was the surge tank and gutter system. The current facility did not have room to excavate and construct a normal surge tank, so the existing large gutters needed to be used for this purpose. The original gutters were open to the sides of the pool and presented a danger for users. The design called for a newer style deck mounted, grated, gutter system. This would allow for additional clearance needed for deck slopes to achieve proper drainage, as well as meet current ADA design guidelines.

The use of a “Design Build” procurement process allowed the selected contractor to use their construction expertise with the designing firms of their choice, thereby maximizing cost savings and timing on pool design. This project would require a very specialized design firm that was familiar with the Myrtha Retro-fit system, as well as pool mechanical and modern pool safety designs. The procurement process allowed the contractor full control over the design consultants thereby reducing potential conflicts that are typical between the owner’s designer and the contractor.



This type of procurement process fit the nature of this project well. Design and construction were done in less than half the time of a standard procurement process. Costs were optimized between the contractor and designers, with the contractor able to influence design based on the owner’s objectives. Upon completion, the district received a product that was done in a shorter duration of time, and for less money than could have been realized using the standard design-bid-build process. Once the project started and demolition was complete, the contractor was able to use it’s leverage with the design team for a fluid analysis of issues that would need to be resolved to realize the final project construction. The district was able to include new diving boards and swim platforms, needed, but not planned due to estimated costs.

## 2. Procurement

The JSFC Pool Tank Replacement Project’s Design Builder was selected through a competitive Request for Proposal process where applicants were evaluated on the following:

Proposal Content	Percentage of Total Score
<ul style="list-style-type: none"> <li>● Design Builder Profile <span style="float: right;">20%</span> <ul style="list-style-type: none"> <li>○ History of performance, claims and disputes</li> <li>○ Legal Structure</li> <li>○ Organizational Chart</li> </ul> </li> <li>● Team Experience and Performance <span style="float: right;">30%</span> <ul style="list-style-type: none"> <li>○ Swimming Pool, Natatorium, Myrtha Pool systems, Recreation Centers</li> <li>○ Design Build Background</li> <li>○ Team Collaboration</li> <li>○ Commercial Renovations and Remodels</li> <li>○ References</li> </ul> </li> <li>● Project Personnel <span style="float: right;">15%</span> <ul style="list-style-type: none"> <li>○ Relevant experience and work on reference projects</li> </ul> </li> <li>● Project Approach <span style="float: right;">25%</span> <ul style="list-style-type: none"> <li>○ Project Management and Execution</li> <li>○ Design and Build</li> </ul> </li> <li>● Pre-Construction Cost Score <span style="float: right;">10%</span></li> </ul>	100%
<b>Total</b>	<b>100%</b>

Only one contractor submitted a proposal to the RFP - Pence Construction, LLC. The RFP was scored and district staff determined that Pence was a qualified contractor for the work. Having just completed work with Pence on the new Larkspur Community Center, staff was well aware of the work Pence could perform.

Once under contract, the Design Builder started work on the design for the project. Pence brought the same design team the district had used for the Larkspur Center. This team of builders, designers and district staff were all familiar due to past experience and worked well together as a team.



Upon completion of the of the construction documents, staff requested the Design Builder provide the district with a Guaranteed Maximum Price (GMP) to complete the project. The project was publicly advertised and subcontractors were invited to bid on the project. Per the districts contract, the general contractor is required to competitively bid against themselves on items they wish to self-perform.

The bids were delivered to the district for review and acceptance prior to the GC issuing any contracts. All bids were reviewed and approved by staff per the GC's recommendations.

### **3. Cost Savings and Value Engineering**

During the design phase of the project value engineering was completed at every step of design. The procurement process allowed the GC to control the design team based on constructability of the project. This was instrumental in obtaining a design that fit within the overall project budget. As the design changed the District was able to adjust the projects budget to accommodate the scope of work. After the GMP the design build contractor offered additional value engineering, the primary scope was with the designed sand filter system. The contractor offered a like product, and was able to get the manufacturer to give an additional warranty as well as offer to replace the unit with the originally specified product should the substituted product fail to perform to district standards. This one item was a cost savings of over \$23,000, allowing the district to move forward with the purchase of the new diving platforms. Additional savings were realized through the project's construction, and final costs were less than the GMP by 4.5%. This was after new diving boards and a water feature were added to the project during construction. The largest portion of this savings was from the contractor held 5% contingency that was not needed during construction.

### **4. Construction Phasing**

This project was not phased, but it did have to coincide with closing and opening the indoor pools. The biggest challenge was containing the work area and dust control throughout the rest of the building. Having the contractor on board from the start helped this process move through design, as the contractor was able to provide actual data to the design team in terms of timing, demolition and the scheduling of work.

Due to shipping issues the project experienced significant delays in construction. These delays however did not cost the district extra, and due to COVID shutdowns did not significantly affect programming of the space.

### **5. Competitive Bidding and Funding Source**

This project was a maintenance / replacement project and therefor the funding source for the project was district's property tax revenues. By realizing savings on this project, the district will be able to use the excess funding on other priority maintenance projects funded through property taxes.

#### **For more information, please contact:**

Brian Hudspeth  
Development Manager  
Bend Park and Recreation District  
799 SW Columbia Street  
Bend, OR 97702

brian@bendparksandrec.org  
(541) 706-6137





approval of the exemption. She noted that Central Oregon Veterans Outreach, Kor Community Land Trust and Habitat for Humanity as examples of non-profit tax exemption recipients.

Ms. McConnell explained the Middle-Income Tax exemption as a new program and reviewed the program requirements. Ms. Platt spoke about the multiple unit property tax exemption, reviewed the public benefit requirements, comments and questions from the taxing districts. She reviewed the schedule and said the city council will potentially adopt priority programs in May.

## 2. Recreation Update – *Matt Mercer*

Mr. Mercer gave an update on additional hours that have been opened at Larkspur Community Center to better serve the community. He explained that some closures are still necessary due to short supply in staff. He said that staff has been tracking attendance and responding to the demand in the facilities.

Mr. Mercer said the families in the Kids, INC program have been asked to respond to a survey and he will update the board when the information is available. He spoke about the lifting of the mask mandates and said staff is recommending that the district continue to follow the state guidance. He said that people should choose what is comfortable for them. He added the high air quality conditions will be maintained in the facilities and he is looking at additional enhanced air quality systems.

Mr. Mercer explained an internship partnership with high school aged students working in Kids, INC. He said students can work 8-20 hours weekly, they are paid and receive academic credit as well. The program includes leadership training and mentorship support. An additional partnership with COCC and OSU Cascades offers a scholarship program. The district will pay students and fund up to \$5250 annually for students with 8 credits and in good standing that are working for Kids, INC. A commitment of 20 hours a week of work is required to qualify for the scholarship. He said he will bring this plan back to the board for approval.

## **CONSENT AGENDA**

1. Minutes: 02/15/2022

***Director Schoen made a motion to approve the consent agenda as presented. Director Kropf seconded. The motion passed unanimously, 3-0. Director Hovekamp abstained from the vote because he did not attend this meeting.***

## **BUSINESS SESSION**

1. Award Sawyer Park Asset Improvement Project design contract – *Bronwen Mastro*

Ms. Mastro reviewed how the request for proposal (RFP) for Sawyer Park was written to encompass more of the project than parking. She reported that two proposals were received and the submission

from Greenworks was selected by staff. The proposal had multimodal access, safety measures and a more comprehensive approach for the park project. She mentioned the grant funding that is already in the Capital Improvement Plan (CIP) for the project and commented that there is potential for a larger grant on this project.

***Director Kropf made a motion to authorize the executive director to award a professional services contract for Sawyer Park Asset Replacement to GreenWorks P.C. with a cost not to exceed \$181,600.65, and to approve an additional 10% contingency of \$18,160, for a total design budget not to exceed \$199,760.65. Director Hovekamp seconded. The motion passed unanimously, 4-0.***

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Horton reminded the board that staff is planning to return to in-person meetings on April 5. He mentioned the link to watch the meeting tonight experienced technical difficulties and may have prevented patrons from participating in the meeting.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

- Director Hovekamp said he is committed to looking at all the options the city is proposing. He said he sometimes feels that he is painted into a corner of that may appear callous with affordable housing. He shared his concerns of fairness to existing community members that have paid into the system to give tax breaks to developers that may result in a subsidy for builders that are already profiting.
- Director Schoen shared the concerns expressed by Director Hovekamp. She complimented the city on the presentation and answering the board’s questions.
- Director Kropf said if the market decides the housing built, then the needs will not be met for the entire community. He shared his concerns for the critical junction that Bend is in and said he is keeping an open mind.
- Director Méndez asked if the city’s plans will accomplish the end goal and said he would like to see measures taken to be effective. He shared this link to the CDC [https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fmore%2Faboutcovidcountycheck%2Findex.html](https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fmore%2Faboutcovidcountycheck%2Findex.html) and explained that the guidelines are encouraging local areas to make their own decisions. He reiterated his desire to see a stronger recommendation from the district.

**ADJOURN** 8:03 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

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	March 15, 2022
<b>SUBJECT:</b>	Construction Contract Award for Hollygrape Park ADA Renovation Project
<b>STAFF RESOURCE:</b>	Jason Powell, Construction Manager Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Award Construction Contract
<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**

Hollygrape Park is located in southwest Bend at 19489 Hollygrape Street. The park was built in 2004. The paver pathways and the asphalt plaza area near the playground suffer from numerous tree root heaves and grade issues, which are causing hazards for park users and reducing overall site accessibility. There are also curb ramps that do not comply with accessibility requirements. The district began design to correct these issues in 2019. Construction of the project was put on hold for two years due to the COVID-19 pandemic.

On January 27, 2022, the district advertised the Hollygrape Park ADA Renovation project as a lump sum bid. A mandatory pre-bid meeting was held for all prospective bidders on February 10, 2022. Bids were opened and read on February 24, 2022.

The following three bids were received:

NW Paving LLC:	Base Bid: \$214,900
Cascade Civil Corp:	Base Bid: \$154,740
Wilson Curb Inc.:	Base Bid: \$140,750

The lowest base bid was Wilson Curb Inc. in the amount of \$140,750. The district's construction cost estimate was \$105,000.

**BUDGETARY IMPACT**

The district's 2022-26 Capital Improvement Plan (CIP) includes \$150,000 in property tax revenue

for the Hollygrape Park ADA Renovation project. Of this amount \$23,737.44 has already been spent on design and other soft costs, which leaves \$126,262.56 remaining.

The district completed the Skyline Fields Parking Lot Lighting project under budget and is proposing to use \$40,000 in savings from that project to cover the additional costs need to complete the Hollygrape project. With the additional \$40,000 from the Skyline Park project, \$166,262.56 is left to complete the construction of the Hollygrape project. Accepting the base bid for a construction cost of \$140,750, plus a 10% contingency of \$14,075, the total funding for construction is \$154,825. The remaining funding of \$11,437.56 will be used for construction administration and other district miscellaneous costs to complete the project.

**STAFF RECOMMENDATION**

Staff recommends that the board award a construction contract to the low bidder, Wilson Curb Inc., for a total contract amount of \$140,750. Staff further recommends the board approve a 10% contingency of \$14,075, for a total construction budget not to exceed \$154,825.

**MOTION**

***I move to authorize the executive director to award a construction contract to Wilson Curb Inc., for construction of the Hollygrape Park ADA Renovation project for a total amount of \$140,750, and to approve an additional 10% construction contingency of \$14,075, for a total construction budget not to exceed \$154,825.***

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	March 15, 2022
<b>SUBJECT:</b>	OSU Cascades/COCC Kids INC Scholarship Program
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Board Approval
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Employee and Workplace Culture
<b>Outcome:</b>	Sufficiently staffed with well qualified employees in all position
<b>Strategy:</b>	Be an employer of choice through new recruitment and retention practices that reflect needs and work experiences desired by a modern work force.

**BACKGROUND**

Staffing for the Kids INC Afterschool Program has become increasingly difficult over the past 5-years and reached a critical shortage this year. Currently we are 30 employees short of full staffing levels. This has resulted in the need to reduce the capacity of the program by at least 35% creating a hardship for working families who need afterschool care. The district has raised wages for youth recreation leaders twice this year, offered part-time benefited positions and invested heavily in employee recruitment. At the same time staff has been exploring new and innovative ways to address the future staffing needs for the program. The part-time nature of the positions (20 hours per week) combined with the regular but short shift commitment required creates challenges for both recruitment and retention.

One of the new approaches is the creation of a paid internship program with Bend La Pine Schools and Youth CareerConnect. This program will offer paid internships to high school juniors and seniors while they also earn school credit and gain valuable leadership skills. The high school schedule limits this program some as it requires that students consistently have an open final period or final two periods. The program will launch this spring when students begin forecasting for the next year.

The other new program is scholarship/paid work program with students at Oregon State University Cascades (OSU Cascades) and Central Oregon Community College (COCC). This program will provide scholarships of \$5,250 per year for students who commit to working 18-20 hours a week in the Kids INC program. Scholarships will be funded by the district but administered through the academic institutions and awarded each academic term as long as the student was in good academic standing and fulfilling their Kids INC work commitment. Students will be paid as regular employees for their Kids INC hours based on their education, training and experience. In some cases, students may receive academic credit for their work. The scholarship and paid work

combined would cover the estimated total cost of attendance for a full-time COCC student and approximately 75% for a full-time OSU Cascade student based on current tuition and on campus living and meal plan. The program will also launch this spring with scholarship awards effective with the beginning of new school year in September.

Both programs are intended to recruit and develop new leaders for Kids INC while investing in young adults pursuing an education in our community, some of whom will be our future teachers, youth leaders, community workers and perhaps park and recreation professionals. It is our hope that the work schedule, which is a disadvantage for many, is attractive to students since it is both part-time and aligns with the school schedule and calendar.

Staff is requesting board approval as the Scholarship Program requires an agreement between the district and OSU Cascades and COCC and represents a new benefit and additional cost.

### **BUDGETARY IMPACT**

The scholarship/paid work program for OSU Cascades and COCC Students will result in an estimated additional cost of \$2,500-\$3,000 per position. The additional cost is less than the amount of the scholarship benefit as these positions would not be benefited positions resulting in some savings. The district goal is to have 12 positions in this first year resulting in a potentially additional cost of \$30,000 to \$36,000 per year. While not the intention behind the program, the paid internship program with Bend La Pine Schools would provide some net savings as these positions would also not be benefited and be paid at a lower pay rate due to experience. Both programs will be included in the Fiscal Year 2022-23 budget proposal.

### **STAFF RECOMMENDATION**

Staff recommends that the board of directors approve the OSU Cascades/COCC Kids INC Scholarship Program and authorize the executive director to execute an agreement for the program.

### **MOTION**

***I move to approve the OSU Cascades/COCC Kids INC Scholarship Program and authorize the executive director to execute an agreement for the program.***

### **ATTACHMENT**

None



## Board Calendar 2022

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

### **April 5**

#### Work Session

- ◆ Mobility Analysis presentation – *Sara Anselment (60 min)*
- ◆ Community Sponsored Projects program update – *Rachel Colton (20 min)*
- ◆ Riverfront Street (Galveston to Millers) DRT project update – *Henry Stroud (20 min)*

#### Consent Agenda

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

#### Business Session

- ◆ Approve permanent utility easement at Riverbend Park – *Brian Hudspeth (20 min)*
- ◆ Approval of name for Project 155- Bend Golf Club Park site – *Rachel Colton (20 min)*

### **April 13 Budget Tour**

### **April 19**

#### Work Session

- ◆ Budget Committee
- ◆ Volunteer Appreciation – *Kim Johnson (15 min)*

#### Business Session

### **May 3**

#### Work Session

- ◆ DEI Action Plan update – *Bronwen Mastro (30 min)*

#### Business Session

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

### **May 17**

#### Work Session

#### Business Session

### **June 7**

#### Work Session

#### Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2022 – *Kristin Donald (15 min)*
- ◆ Adopt Resolution No. XXX Adopting the 2023-2027 CIP – *Michelle Healy*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2022-23, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2022-23 – *Eric Baird*

**June 21**

**Work Session**

**Business Session**

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

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