



Bend Metro Park & Recreation District

July 5, 2022

Board of Directors

Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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



District Office | Don Horton, Executive Director

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

1. Minutes: 6/21/2022
2. Approve Naming Committee Appointment – *Rachel Colton*

BUSINESS SESSION

3. Elect Board Chair and Vice-Chair
4. Appoint Board Secretary
5. Appoint Legislative Liaison
6. Approve Board meeting dates and time
7. Adopt revised Easement Policy – *Brian Hudspeth (20 min)*
8. Approve Executive Director's Evaluation

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT In Board Packet

BOARD MEETINGS CALENDAR**GOOD OF THE ORDER****ADJOURN**

- Mr. Mercer shared that the recreation department was successful in obtaining a large grant through Oregon State legislative funds to use this summer 2022 for enhance program access. The grant monies will be focused on assisting underserved community members through increased scholarship assistance, distributing free summer family facility passes, and increasing the percentage of funding towards program and pass assistance. During the past three years, BPRD recreation has received about one million dollars in grant funding, which is outstanding, but not typical, and this particular grant funding will not be available again.

Board members expressed their gratitude to all the staff involved to obtain this grant that will serve many of our patrons in need of assistance and reducing barriers. Director Méndez asked if there were other areas the district could still do more to reduce barriers and if there is a referral program for families who may still be unaware of the services available to them. Mr. Mercer discussed transportation being the primary area for improvement and the current work being done with local groups to reach as many children and families. One new partnership has started with Friends of the Children and it being used as a pilot program.

Director Borja asked if community members understand that this current amount of assistance is beyond normal and may not continue. Mr. Mercer says recipients understand it's temporary and have been very grateful for what has been available to them at this time.

Mr. Mercer then discussed the registration process for summer 2022 and the "perfect storm" that created the problems patrons and the district encountered. In order to improve the overall registration process and prevent complications for the future, an internal team was developed. Their focus areas are: schedule options, technology optimization, process improvements, communication, priority, and equity.

Finally, Mr. Mercer discussed the KidsInc program and the largest outreach effort done by the district to improve the process for families utilizing this resource which included online surveys, townhalls at elementary schools, and meetings with stakeholders. Results from the surveys and in person meetings were generally congruent with minor variations. Outcomes from the results included:

- Lottery system stayed in place
- Applicants were asked about need of the program for their family
- Offering full time and part time options
- Reserving a percentage of space for marginalized community members

Director Hovekamp, Director Borja, and Director Méndez all asked clarifying questions which Mr. Mercer answered to their satisfaction. Director Schoen expressed her congratulations on receiving the scholarship and the success of the survey and outreach.

CONSENT AGENDA

1. Minutes 6/7/2022

Director Borja made a motion to approve the consent agenda as presented. Director Schoen seconded. The motion passed unanimously, 4-0, with Director Méndez abstaining as he was not present at the June 7th meeting.

BUSINESS SESSION

1. Adopt Education Assistance Policy – *Theresa Albert*

Ms. Albert explained the updated guidelines and provisions of this policy. She stated the value the district has for employees who want to learn and grow and that the e-team recognizes this policy acts as a retention tool for staff. The reimbursements will be handled by a 3rd party administrator, PBS (Professional Benefits Services).

Board members asked a variety of questions regarding the plan, funding, prioritization. Ms. Albert and Director Horton answered and satisfied their questions. Director Borja added that as an individual who took a longer path for education along with his career, he expressed great appreciation for this policy and sees it as a major retention tool for the district.

Director Hovekamp made a motion to adopt the Education Assistance policy effective July 1, 2022. Director Borja seconded. The motion passed unanimously, 5-0.

2. Accept Mirror Pond Donation from Mirror Pond Solutions – *Don Horton*

Director Horton provided a review of Mirror Pond being brought to the district as a donation and the general terms and conditions of the donation agreement which have not changed since the last update given to the board. He also reiterated that the donation does not impact Resolution #430 regarding the agreement with the City of Bend.

Director Hovekamp asked Mr. Taylor if the title could be labeled as “clear”. Mr. Taylor said that it is as clear as something like this can be given the nature of the situation and explained the reasons, satisfying Director Hovekamp’s concern.

Director Schoen made a motion to authorize the executive director to finalize the donation agreement and execute all closing documents required for the acceptance of the Mirror Pond property from MPS. Director Hovekamp seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR’S REPORT

1. The surf wave has been reopened and has been successful so far. Staff are watching carefully and monitoring use daily. The district has received a handful of community comments. Review on the leash ban will be done at the end of the season and Ms. Brown and Ms. Sulia will work to consolidate information before coming back to the board with the report in September or October.
2. As mentioned at the previous board meeting, a member of the Naming Committee has stepped down. Director Horton asks if the board approves that the one applicant not selected during the original application process be appointed into the position if he is still interested. The district is also planning to stagger appointments to the committee in the future as that was not considered when the policy was first written. The board agreed with both items.

PROJECT REPORT

N/A

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

1. Director Hovekamp thanked his fellow board members for listening to his suggestion at the previous board meeting to revisit the South Canyon trail and bridge project. Planning staff will be using the summer to prepare a presentation to the board in September.
2. Director Méndez provided updates from his meetings with City of Bend council members. Topics included the Riverfront Street project, bridge jumping, the new bike share program, reallocating transient room tax funds, the South UGB and property development, and the city’s desire for a subcommittee to review SDC Waivers. Board members discussed their views on the subcommittee.

3. Director Hovekamp discussed the number of emails the board has received regarding the closed trail in the Old Mill during concerts. Director Horton says while the Old Mill has begun adding signage, more works needs to be done. He also explained why the district does not have authority based on the existing trail easement. Director Méndez provided requested Mr. Taylor review the easement and provide a more thorough explanation to the board regarding the terms and provisions.
4. Director Borja and Director Schoen expressed gratitude to staff and the excitement of the summer weather and seeing patrons enjoying the parks.

ADJOURN - 7:15 pm

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Prepared by,

Kelsey Schwartz
Administrative Assistant

Ariel Méndez, Chair

Deb Schoen, Vice-Chair

Jason Kropf

Nathan Hovekamp

Zavier Borja

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 5, 2022

SUBJECT: Naming Committee Member Appointment

STAFF RESOURCE: Rachel Colton, Park Planner

PREVIOUS BOARD ACTION: Adopted Park, Facility and Trail Naming Policy, July 6, 2021
Naming Committee Selection Process, August 17, 2021
Naming Committee Appointment, October 5, 2021

ACTION PROPOSED: Appoint Tyler Greene Papadimos to the Naming Committee

STRATEGIC PLAN: N/A

BACKGROUND

The July 2021 Park, Facility and Trail Naming Policy established the need for a five-member Naming Committee (committee) to help name district assets. Committee member recruitment occurred in fall of 2021, with six individuals applying for a position on the committee. On October 5, 2021, the board appointed five individuals to the committee. On May 18, 2022, committee member Thomas Fisher resigned from the committee.

To negate the need for a new recruitment, district staff recommends that the board consider appointment of Tyler Greene Papadimos to the committee to fill Tom's vacant position. Tyler was the sixth individual who applied to join the committee in fall of 2021, and is well qualified to serve the district on the committee. He has a passion for placemaking and community building and would bring a unique voice to the committee based upon his lived experience. For more information about him and his qualifications, please refer to his Naming Committee Applicant Questionnaire, which is included as Attachment A of this report.

BUDGETARY IMPACT

There is no budgetary impact associated with this action. Naming committee meetings will be staffed by BPRD employees, and all committee members will volunteer their time when serving on the committee

STAFF RECOMMENDATION

Staff recommends that the board appoint Tyler Greene Papadimos to the committee.

MOTION

I make a motion to appoint Tyler Greene Papadimos to serve on the Bend Park and Recreation District's Naming Committee, commencing July 2022 through October 2025.

ATTACHMENTS

Attachment A: Naming Committee Applicant Questionnaire, Tyler Greene Papadimos

Bend Park & Recreation District Naming Committee Applicant Questionnaire

The Naming Committee is responsible for making asset naming recommendations to the Bend Park and Recreation District (BPRD) Board of Directors. Applicable BPRD assets that are subject to Naming Committee review include parks, facilities and trails. Naming Committee members shall be appointed by the BPRD Board of Directors for a four-year term and shall be representatives of the broader community who are from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building.

Please provide your:

Name: **Tyler Greene Papadimos** Bend resident beginning 9/02/2021.
Years you have been a Bend resident: Redmond resident since March 2019.
Address of residence: 3047 NW Golf View Dr, Bend, OR 97703
Contact email address: tylerpapadimos@gmail.com
Contact phone number: 541-870-3234

1. Please provide a brief overview of your background that you see as applicable to this position.
My name is Tyler Greene Papadimos, I am a gay man, married to my husband for 8 years in November 2021, and together 11 years in October 2021. We have 2 dogs. We have always loved Bend and sought for years to finally live in this beautiful city. Our work had us living in Salt Lake City (where I grew up), Seattle and San Jose. My husband was born and raised in Portland, Oregon and his family has always vacationed in Central Oregon. I was introduced to Bend, and Central Oregon, in 2012, when my in-laws relocated from Portland to Eagle Crest Resort for retirement. I fell in love, immediately. Downtown Bend and Drake Park are my favorite places to go. The vibe and energy of our town is soothing and the culture and character are refreshing for a boy raised in Salt Lake City. I have worked in Real Estate for my entire career and am a Broker with Cascade Sotheby's International Realty. I am frequent patron of our local parks and recreation areas, trails, etc and I have a deep passion for real estate, our town and broader Central Oregon community.
2. What is the primary reason or reasons that you are interested in the district's naming committee position?
Primarily, I want to give back to this amazing community that has opened its arms to me and has embraced me as a gay man. Its a rarity to find a "small town" feel that is accepting of the LGBT community. The naming committee is especially important because as our community grows I believe it's important for us to pay tribute to our roots, our culture and our unique identity. I'd be honored to serve this community in this capacity.

Bend Park & Recreation District Naming Committee Applicant Questionnaire

3. What do you believe are the key considerations that should inform district asset naming?
I believe it's imperative for us to pay tribute to our roots, our culture and our unique identity and spirit of inclusion.

4. The Naming Policy specifies that representatives of the Naming Committee will be "from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building," How do you believe you align with this requirement?
I am a gay man (LGBT community). As a real estate broker, I am familiar with the district and community character and I do have a passion for placemaking and community building and I believe that my unique life experience and outlook would serve the community very well in this capacity.

5. What are some of your other skills and/or experiences that you believe the district can benefit from?
I have extensive knowledge of real estate title and land use policies and issues/concerns through my career in Title Insurance and Real Estate Brokerage.

**Bend Park & Recreation District
Naming Committee Applicant Questionnaire**

6. What are your personal or direct experiences with the district, if any?
I enjoy the local parks and recreation areas and am grateful to this city for putting such emphasis on providing this service and space to the community.
7. What previous or current community involvement have you had in Bend?
None, but I have wanted to be involved. I believe this is my opportunity.
8. Are you willing and able to commit to attending the district's naming committee meetings (held as necessary, and generally no more than four times a year) for four consecutive years?
Yes, absolutely.
9. How did you learn about the naming committee position?
I received a notification online via Facebook News from KTVZ NewsChannel 21.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 05, 2022

SUBJECT: Election of Chair and Vice Chair

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Conduct election of board officers

BACKGROUND

The board of directors annually elects a chair and vice chair at the first meeting in July of the new fiscal year, the chair and vice chair each serve a one-year term. Duties and responsibilities of the chair include presiding at board meetings, appointing committees and signing ordinances, resolutions, proclamations, correspondence, the executive director's employment contract, etc., on behalf of the board of directors. The chair may also represent the board of directors in meetings with other agency officials, and at public functions requiring a presence of the district. In the event the chair is absent from a meeting or unavailable for any of the duties mentioned above, the vice chair will substitute for the chair.

MOTION

I nominate _____ to serve as chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2022-2023.

I nominate _____ to serve as vice chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2022-2023.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 05, 2022

SUBJECT: Appoint Executive Secretary of the Board of Directors

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Appoint Don Horton, executive director, as executive secretary of the board of directors

BACKGROUND

The board of directors is required to appoint an executive secretary according to Oregon State Statute 266.370. As a matter of formality, the board annually appoints the executive director to serve in this capacity. The executive secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, deeds, etc., on behalf of the board of directors and the district.

STAFF RECOMMENDATION

Appoint Don Horton, executive director, to serve as the executive secretary of the board.

MOTION

I move to appoint Don Horton, executive director, to serve as executive secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2022-23.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 05, 2022

SUBJECT: Appoint Legislative Liaison

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Appoint legislative liaison to represent the board of directors

BACKGROUND

The board of directors recognizes the needs of the district to take an active role in the legislative process as it relates to legislation affecting the district and recreation in general. To aid the board in this effort, the board shall appoint one of its members as legislative liaison. The legislative liaison will be elected annually at the first meeting in July of the new fiscal year.

The duties of the legislative liaison are to:

- Work with the executive director to keep abreast of legislation that may affect the district
- Keep the other members of the board up to date on legislative issues and district involvement
- Discuss course of action and level of involvement on legislative issues with the board
- Represent the board during the legislative session; provide testimony, compose written testimony and other correspondence

MOTION

I move to appoint _____, to serve as legislative liaison for the Bend Park and Recreation Board of Directors for fiscal year 2022-23.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 05, 2022

SUBJECT: Board of Directors Meeting Dates and Times

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Set board meeting dates and times for 2022-23

BACKGROUND

The board formally determines the meeting dates and times for the year at the first meeting in July. Meetings are typically held the first and third Tuesday of each month with a work session beginning at 5:30 p.m., unless otherwise noticed, and a business session following the work session.

MOTION

I move to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning a 5:30 pm with a work session at 5:30 p.m., unless otherwise noticed, and a business session following the work session.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 5, 2022
SUBJECT:	Approve Policy for Easement, License & Right of Way Acquisition Requests on District Property
STAFF RESOURCE:	Brian Hudspeth, Development Manager Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	Adopted Easement on District Property Policy February 18, 2014
ACTION PROPOSED:	Adopt Policy for Easement, License and Right of Way Acquisition Requests on District Property
STRATEGIC PLAN:	N/A

BACKGROUND

The district first adopted an easement policy in February 2014. The intent of the policy was to formalize a process for the acquisition of easements on district property. This policy update provides the opportunity to clarify the process and provide additional guidance for individuals to acquire an easement, or license on district property. The updated policy is included as Attachment A and key refinements made as part of this update include:

- **Policy organization:** the policy content was reorganized to facilitate ease of review and implementation
- **Addition of small licenses and rights of way:** The previous policy did not address licenses for use or acquisition for rights of way.
- **Fees:** The fee structure for application and reimbursement has been adjusted to meet current staff times needed to work through easement issues. Also, reimbursement for legal fees is included in the policy.
- **Size limits:** The size of easements that require board approval was modified.
- **Procedures:** The process for obtaining acquisitions from the district has been modified to make the process clearer for the applicant.

BUDGETARY IMPACT

None, however, the policy provides for the means for the district to recoup costs related to processing requests.

STAFF RECOMMENDATION

Staff recommends approval of the policy for Easements, Licenses, and Rights of Way Acquisition Requests on District Property.

MOTION

I make a motion to adopt the policy for Easement, License & Right of Way Acquisition Requests on District Property.

ATTACHMENT

Attachment A – Easement, License & Right of Way Acquisition Requests on District Property Policy



EASEMENT, LICENSE & RIGHT OF WAY ACQUISITION REQUESTS ON DISTRICT PROPERTY

PURPOSE

The purpose of this policy is to provide direction for requesting and securing easements, and license agreements on district-owned property to district staff, other government agencies, utility companies, private citizens, developers and the business community. This policy also covers the acquisition of district property for right-of-way purposes.

POLICY

District policy is to preserve public access, past investments, and the integrity and function of district property. However, the district recognizes that it may sometimes be necessary to grant easements, or approve other types of property agreements to allow for non-park and recreation uses on district-owned land.

The district will consider these requests if it can be demonstrated that the impact of the request does not outweigh district interests and that the district will be fairly compensated for all such impacts, when appropriate. Requests for easements and licenses may be either permanent or temporary and include right of entry, temporary construction, slope, conservation, emergency access, various utility easements including storm water, sewer, water, utility, etc., and other licenses to use district property for various purposes.

Staff will evaluate each proposal on a case-by-case basis using the procedures outlined below. Depending on the type of request, the decision to approve or deny the proposed request will be made either by the district board of directors, or the executive director or approved designee.

DISTRICT DISCRETION

The executive director shall have the discretionary authority to bring to the board of directors for approval any request that does not fit a typical category, defined below, or that the

executive director decides needs approval by the board of directors even though this policy does not require board approval.

The district will consider restoration of disturbed areas, park patron safety, and any other conditions affecting the requested area of consideration. This policy does not guarantee approval of any request, only that requests will be reviewed per the terms of this policy. The district shall have the right to deny any request.

APPROVAL AUTHORITY

PERMANENT EASEMENT REQUESTS AND RIGHT-OF-WAY ACQUISITION REQUESTS

1. All right-of-way acquisition requests shall be approved by the board of directors.
2. Permanent easement requests greater than 10,000 square feet in size shall be approved by the board of directors.
3. Permanent easement requests less than 10,000 square feet in size may be approved by the executive director or designee.

TEMPORARY EASEMENT REQUESTS

1. Construction Easements (construction activities or permanent site impacts)
 - a. Construction easement requests greater than 10,000 square feet in size shall be approved by the board of directors.
 - b. Construction easement requests less than 10,000 square feet may be approved by the executive director or designee.
2. Access Easements (no permanent site impacts)
 - a. All access requests, permit-of-entry, right-of-entry or any other similar types of requests that are temporary in nature and are determined by the district to have no permanent site impacts may be approved by the executive director or designee.

LICENSE AGREEMENTS

1. License Agreements that are small in nature, do not require a permanent ground lease and are determined by the district to have no permanent site impacts, may be approved by the executive director or designee.

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Review Schedule: 5 years

PROCEDURE

APPLICATION/REVIEW

1. For each request sought, the applicant shall submit to the Planning and Development Department (P&D), an application that includes all of the submittal requirements outlined below.
2. P&D will review the application for completeness and will inform the applicant if there are missing items needed to complete the application.
3. Once complete, P&D will submit the application, along with a recommendation, to the executive director for review. The executive director will decide whether to:
 - a. Reject the application,
 - b. Request additional information,
 - c. Approve the application, or
 - d. Recommend the application for approval to the board of directors as outlined above.

SUBMITTAL REQUIREMENTS

Initial Application:

1. Narrative description of the request that describes: the type of agreement being requested, any associated timelines for construction; anticipated impacts; mitigating measures; and proposed compensation to the district (see below).
2. A map or maps clearly showing the location of the proposed request on district property, existing site improvements, and existing utilities. If permanent site impacts are anticipated, applications must include a site plan, engineering drawings, schematic, rendering, or similar document that clearly depict the proposed conditions.
3. For all right-of-way acquisition requests, permanent easement requests, and construction easement requests 1,000 square feet or greater in size, the applicant must provide a fair market appraisal, or other form of land value acceptable to the district, of the easement value. The appraisal must be less than 6 months old and be certified by an independent licensed land appraiser in the State of Oregon. Please contact district staff prior to application to determine what will be needed.
4. For all right-of-way acquisition requests, permanent easement requests or temporary construction easement requests 1,000 square feet or less in size, license agreements, and access easement requests, the district may not require a full appraisal to determine

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compensation. Please contact district staff prior to application to determine what will be needed.

5. A completed application form.
6. A notice of impending activities shall be posted near the easement area prior beginning any work. The sign shall be no less than 18x24 inches and no more than 34x36 inches in size and shall clearly state the work being done, and time line of construction activities.
7. Payment of all application fees as described below.

If application is approved:

1. For each requested easement request, provide the district with draft legal documents suitable for recording that include:
 - a. Draft easement agreement.
 - i. The district may be able to provide a template agreement depending on the type of easement being requested.
 - b. Exhibit A: Legal Property Description
 - c. Exhibit B: Easement Map
 - i. The easement map shall be drawn in a simple graphic style that is easily legible, even after being copied. The map must clearly show the easement area on the subject property or properties, survey points that reference the legal property description, and any other property lines or information to help clearly describe the easement area.
- Each exhibit must be stamped by an independent professional land surveyor registered in the State of Oregon.
- Documents shall be on 8 ½ X 11” paper with proper borders for legal recording by Deschutes County.
- The District reserves the right to request changes to an application for the needs of the District. The applicant shall be responsible to provide any changes requested.

LEGAL REVIEW

Legal review, if required, may include negotiation of the agreement request, review and comment of applicant’s documents, and the creation of necessary legal documents to record an easement. All easement language and documents are subject to review and approval by district staff and legal counsel.

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BOARD OF DIRECTORS APPROVAL

If approval by the board of directors is required per the procedures outlined in this policy, district staff will seek approval of the request from the board of directors during an official board meeting that is open to the public. The applicant may be asked to join district staff to present the request to the board of directors.

APPLICATION FEES

1. Base Application Fee (for each individual request*): \$1,000.00. Paid up front at time of application, nonrefundable.
2. Board Review Fee (if required): \$750.00. Paid prior to Board meeting, nonrefundable.
3. Legal Review Fees: The cost of any legal review shall be reimbursed by applicant. Costs are billed hourly at the district's negotiated rate with the district's legal counsel. The applicant will be notified of estimated legal costs prior to review, and staff will provide an anticipated cost for legal review.

All costs shall be paid for by the applicant including any outside consultant fees, land survey, appraisal, recording fees, land use application fees, jurisdictional review, and legal costs etc.

*The district may choose to waive or adjust fees at their discretion.

COMPENSATION

For all right-of-way acquisitions, permanent or perpetual easements, and construction easements 1,000 square feet or greater in size, the applicant will compensate the district the fair market value of the easement, or easements, as determined by the certified appraisal or other acceptable means of determining value at the district's own discretion.

For all right of way acquisitions, license agreements, permanent or perpetual easements, and construction easements less than 1,000 square feet in size compensation amount will be negotiated between the applicant and the district. An appraisal may be required at district discretion.

The district may except park improvements completed by the applicant, contributions, donations of land in lieu of compensation, or other forms of contribution or trade at its own discretion.

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The district may waive the compensation requirement if it is felt that it would be in the district's best interests to do so.

If the parkland is subject to federal or state restriction dedicating the land as a park, and the easement interferes with this dedication, applicant must pay for all mitigation costs, including staff time to accommodate requirements of the federal or state agency.

RECORDING/GRANTING OF THE EASEMENT

If an easement request is approved by the district, staff will work with the applicant to execute the agreement.

If the agreement requires recording with Deschutes County, the applicant shall be responsible to have the agreement recorded and provide to the district a copy of the agreement bearing the County Records stamp.

No use of the easement or construction activities by the applicant may begin until the applicant receives written authorization to proceed from district staff.

APPROVAL AUTHORITY

Approval or disapproval of all easement requests shall be made per this policy. All decisions of the executive director or board of directors are final.

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PLANNING & DEVELOPMENT PROJECT UPDATES July 2022

COMMUNITY AND REGIONAL PARK PROJECTS



Alpenglow Community Park: Park construction is substantially complete. The bridge from the park over the railroad to the Hidden Hills neighborhood is set, but the bridge deck is yet to be completed, as staff are awaiting availability from BNSF to complete the work. The playground surfacing is expected to complete all of its required testing on June 30, and should be open as of that date. The majority of the park amenities are available for public use as of the end of the week of June 19th, 2022.



Drake Park DRT & Bank Improvement Project: Staff is working with the remaining two landowners to obtain the required right of way easements needed to construct the trail. Construction started on Phase 1 of the project the week of February 28th and the building permit for Phase 2 has been submitted. Work on phase 1 in Drake Park is nearing completion with only landscaping and put back left to complete. Work on the Pacific Park side is ongoing and expected to last through the summer. Pending the outstanding easements, Phase 2 construction should follow Phase 1. Staff will be asking the CMGC for the GMP (guaranteed maximum price) soon and will bring it to the board for approval, which will be the final construction piece for the project.



Big Sky Park Expansion: Construction on the Big Sky Park improvements has moved from clearing and grubbing to paving at the south end of the park. The entry from Hamby is paved and additional roadways and parking areas are being prepared for paving. Utilities are being installed and irrigation changes, as well as new installation, are underway. The skills area and single-track areas of the bike park are also being roughed in and the built features and pump track elements are currently under construction. The bike park elements were in part funded through a grant from the Bend Sustainability Fund. Construction is expected to be complete in the summer of 2022.



Sawyer Park Entrance and Parking Lot Upgrades: The first round of public outreach is complete and the results have been summarized. Three conceptual designs have been developed based on the outreach responses and existing site conditions. The designs will be shared along with results from previous outreach this month as the second round of public outreach.

NEIGHBORHOOD PARK PROJECTS



Little Fawn Park - (Project #155): Staff continues to work with the design team to develop the preferred conceptual park design based on the feedback received in the second round of outreach, the opportunities and constraints of the site, and the BPRD development standards for neighborhood parks. Once this preferred concept is complete, staff will update the public again this summer. This preferred conceptual park design will then be brought to the board for review and approval in late July.



Fieldstone Park – Park Search Area 4: The design of the park is complete and staff is working with Pahlisch to finalize project costs and update the development agreement with that final budget. Construction is anticipated to start this summer with completion in the spring of 2023.



Northpointe Park: This park has reached substantial completion and is now open to the public. The contractors will be completing a few punch list items and the landscape contractor has a “grow in” period to complete the seeded turf areas.



Hollygrape Park ADA Improvements: The contract for construction was awarded in March and the contract is in place. Work is anticipated to begin as soon as school is out and to be completed in early summer. The work includes replacing pathways and a plaza to meet accessibility requirements, converting one parking space to an ADA parking stall, as well as moving and reinstalling numerous site furnishings.

TRAIL PROJECTS



Central Oregon Historic Canal Trail Crossing Safety Improvements: BPRD has completed installing safety upgrades at the Blakely Road and Brosterhous Road crossings which includes new signage, pavement markings, and accessibility upgrades. Final ROW inspections are expected soon for the completion of the project. The district is working on a partnership with the City of Bend on the Ferguson Road crossing. The City has a planned sewer project that will impact the crossing area, and will be installing the improvements to the crossing on the north side of the road as part of that project. This leaves some minor work left on the south side of Ferguson Rd for BPRD to complete once the City’s sewer work is done.



North Unit Canal Trail: BPRD has entered into contract with Flagline Engineering the design and permitting for Phase 1 of the trail between Canal Row Park and Deschutes Market Road. The contractor recently completed a detailed survey of the trail corridor and is beginning preliminary design work and the required trail easement property descriptions. BPRD will issue another RFP to hire a right of way agent to help with the complex property transactions that are expected later in 2022.

RIVER PROJECTS



Miller's McKay Columbia River Access Project: The MMC project has begun with the awarded design consultant, Environmental Science Associates (ESA). This first phase on the project kicked off with survey and data collection happening on site. This information will be used to help inform the development of conceptual designs at each location later this fall. Staff was also recently notified that the district had been awarded a grant for partial funding for phase one (data collection and conceptual design) of this project. The grant is provided by the Oregon State Marine Board Waterway Access Grant Program, investing 10-foot and longer nonmotorized boat permit fees paid by nonmotorized boaters for boating facility improvements.



Riverbend and Farewell Bend Parks River Access and Parking Analysis: This project is part of the implementation of the Deschutes River Access and Habitat Restoration Plan. Specifically, this project was prompted by Project 11 in the plan – the district shall complete a parking analysis for parking proximate to Farewell Bend and Riverbend parks to determine how best to adequately address parking needs for these parks. A contract for this work was awarded to Kittelson and Associates and data collection is anticipated to occur late July.



Riverbend South Access and Restoration Project: Staff worked with UDWC and released a construction RFP in mid-June to solicit the services of a qualified contractor. Proposal are due in mid-July. The extensive permitting process continues to move forward with construction still estimated to begin this fall once the irrigation season is over and river levels drop for the winter.

OTHER PROJECTS AND FUTURE DEVELOPMENT



SDC Waivers for Affordable Housing: Park SDC waivers for 389 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 86 waivers are available through the end of 2022. Staff and legal counsel have completed the necessary deed restriction documents for eight of the developments, totaling 376 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 25 units.

currently in



Park Search Area Planning: District planners regularly work with local developers or property owners selling large parcels of land to acquire property for new parks and trails in district Park Search Areas as defined by the 2018 Comprehensive Plan.

***RPP** - A request for proposals was released June 29, 2022 for land acquisition services. The selected consultant will assist the district with siting and securing properties suitable for development as neighborhood parks in seven high-priority park search areas (6, 15, 17, 18, 20, 21 and 23). Proposal are due late July, with the project anticipated to start late August or early September.*

currently in



Diversity, Equity and Inclusion (DEI) Initiative: In June the workgroup attended five staff meetings/trainings and two community events. Group members shared information about recent DEI efforts and asked for comments regarding future priorities. Over 200 comments were received. Feedback has been summarized and is being reviewed alongside the draft action plan goals to inform next steps.

Board Calendar 2022-2023

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

July 19

Work Session

- ◆ Human Resources Management System (software) – *Kristin Donald (20-min)*
- ◆ DEI Update – *Bronwen Mastro and Becky Rexford (30 min) TENTATIVE*

Business Session

- ◆ Authorize the Executive Director to negotiate and execute a contract for the Human Resources Management System Agreement (software) – *Justin Sweet (10 min)*
- ◆ Approve JSFC Outdoor Pool Renovation Contract – *Matt Mercer and Justin Sweet (20 min)*
- ◆ Approve preferred concept for Little Fawn Park – *Ian Isaacson (20 min)*
- ◆ Approve Park Event Rentals Policy – *Michael Egging and Becky Rexford (20 min)*

August 2

Work Session

Business Session

August 16

Work Session

Business Session

- ◆ Award GMP for Drake Park DRT Project – *Brian Hudspeth (20 min)*
- ◆ Approve SE Neighborhood Park Development Agreement – *Henry Stroud (20 min)*

September 6

Work Session

- ◆ Strategic Plan update – *Rachel Colton (20 min)*
- ◆ DRT south project history and overview – *Henry Stroud and Michelle Healy (45 min)*

Business Session

- ◆ Approve Ponderosa Park/Wilson Ave. temporary construction access permit – *Brian Hudspeth (15 min) (tentative)*

September 20 NRPA Conference

October 4

Work Session

- ◆ Review Summer Whitewater Park Operations – *Ryan Richards and Jason Monaghan (20 min)*
- ◆ Budget Committee Process – *Kristin Donald*
- ◆ Recreation Update (Summer Summary)- *Matt*

Business Session