



Bend Metro Park & Recreation District

October 18, 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



Board of Directors

October 18, 2022

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



The board will meet in person with a virtual link to the meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/87992316039?pwd=Q3B3UkV2UUtSRFpEdUt5ZmxUTmIEUT09>

Passcode: 249613

Or Telephone:

US: +1 669 900 6833

Webinar ID: 879 9231 6039

Passcode: 249613

5:30 p.m. CONVENE MEETING

VISITORS

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

STAFF INTRODUCTIONS

Alicia Gifford

Rachel Moores

WORK SESSION

1. DEI Update – *Bronwen Mastro (30 min)*

CONSENT AGENDA

1. Minutes 10/4/2022

BUSINESS SESSION

1. Approve Resolution No. 2022-07 - System Development Charge (SDC) Waivers for Affordable Housing – *Michelle Healy (15 min)*
2. Approve Contract for Larkspur Community Center (BSC) Roof Renovation – *Jason Monaghan (15 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 18, 2022
SUBJECT:	Diversity, Equity and Inclusion (DEI) Action Plan
STAFF RESOURCE:	Bronwen Mastro, Landscape Architect Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	Adopted Strategic Plan, June 18, 2019 DEI Update, July 7, 2020 DEI Update, October 6, 2020 DEI Update, March 16, 2021 DEI Update, July 6, 2021 DEI Update, November 16, 2021 DEI Final Assessment Report, January 18, 2022
ACTION PROPOSED:	Review Draft DEI Action Plan
STRATEGIC PLAN:	
 Pillar:	Community Relationships
 Outcome:	District services that are accessible to all
 Strategy:	Foster a climate of inclusion for all community members

BACKGROUND

In November 2020, the district hired Talitha Consults (Talitha) to conduct a diversity, equity and inclusion (DEI) assessment. The district's strategic plan calls for implementation of a DEI program, and Talitha Consults' work was the first step in this ongoing effort. The assessment set the baseline for the initiative by helping us understand where we are starting from. It showed us how staff and the community think we are currently doing in this area.

The report made actionable recommendations that serve as the foundation for our next steps in this work. BPRD staff reviewed and prioritized the report recommendations then did extensive outreach internally for feedback. Staff input along with other considerations fed into the development of the action plan (Attachment A).

The action plan will be the road map for the district. The plan is intended to be both aspirational and achievable. It is a way for us to stay focused on our priorities. The plan duration intended to be 2-3 years, with an annual update. As a way to acknowledge efforts and celebrate some of the great work happening throughout the district the plan also contains spotlights. The spotlights illustrate some of the ways DEI shows up in the work we do. They are intended to make the work more relevant by showing tangible examples.

While working on the action plan staff has continued DEI work in other areas such as organizing community celebrations and developing upcoming gender inclusion training.

BUDGETARY IMPACT

The district has \$65,000 (\$40K in Admin Services and \$25K in Planning and Development) budgeted for the 2022-2023 fiscal year to implement strategies from the action plan.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

Attachment A: DEI Action Plan



Draft Diversity, Equity and Inclusion (DEI) Action Plan

Guiding Vision: *To be an organization that reflects our community, welcomes and serves all equitably, and operates with transparency and accountability.*

Bend Park and Recreation District (BPRD/the district) values are rooted in connecting community to nature, to recreation and to each other. Our purpose is to foster healthy, enriched lifestyles by providing exceptional parks, trails and recreation services. These services play a vital role in the health and wellbeing of our community.

Why DEI?

We strive to be leaders in our community, and we understand that leadership cannot come without self-examination and humility. As part of that self-examination, we acknowledge that our efforts to provide exceptional service fall short for some members of our community and staff. We recognize the social inequalities that have long existed and continue to exist both locally and globally. Many people in our community continue to be underserved, underrepresented and excluded.

It is our responsibility to celebrate diversity, be inclusive and accessible, and to reduce inequalities. We are determined to practice our values in our work and have those values be reflected in our programs and amenities. We are committing to take a deep and thoughtful look at our internal policies, practices and the services we provide to identify how we can improve. To guide our desire to do better, we have launched a comprehensive DEI initiative.

Our DEI Journey

Working towards becoming a more diverse, equitable and inclusive organization has no finish line. We will dedicate resources to continually make progress. The initiative is part of our journey to ensure equitable access to safe and welcoming programs, services and facilities in the community. We understand this course will require conversation, collaboration and openness to change. We expect that this change may not always be comfortable. It will take time and we will make mistakes—but we are fully committed to engaging in this process of growth and service. We are holding ourselves accountable to do better.

DEI Initiative

The DEI initiative is a work in progress that builds upon itself to infuse equitable practices into every aspect of our culture and service. Sometimes it takes the form of a significant, stand-alone effort. Other times it is an examination and adjustment of a current practice.

While there have been DEI practices incorporated into the district's work for years, the first step in this intentional initiative was to hire a consulting team with expertise in DEI to conduct an organizational assessment in 2021. The assessment helped us understand the community and employee views of gaps in our service. It also included the consultant's recommendations to improve our DEI efforts and recommendations to establish a baseline to measure against. Along with feedback from staff and community outreach, the assessment report is the foundation for the action plan.

The next significant step in the initiative has been the development of the action plan, which will serve as the roadmap for implementation. The action plan details the steps to improve DEI in the provision of our programs and services and the operations of our parks, trails and recreation facilities.

Celebrations and Spotlights

We do not want to be complacent and rest on the generally positive feedback we receive from staff and the community. We know there are places we can improve. However, we do want to acknowledge efforts and celebrate some of the great work happening throughout the district. We believe these celebrations energize us, inspire us and give us the opportunity to build upon positive steps already taken. Celebrations remind us that DEI is everyone's work. The spotlights in Appendix A illustrate some of the ways DEI shows up in the work we do.

Action Plan

The action plan has been developed using a variety of inputs and perspectives. The recommendations from the consultant's organizational assessment serve as the foundation but other factors were considered as well. Staff input, community input, feasibility and consideration of efforts already underway in the district were taken into consideration in development of this plan.

This plan is intended to be both aspirational and achievable. It is a way for us to stay focused on our priorities. We recognize that there are DEI efforts occurring throughout the district that are not captured in this plan. We know there may be opportunities that arise in the future that were unknown at the time this plan was written. The plan allows for flexibility and adjustment along the way.

Action Plan Structure

The action plan is organized by three overarching objectives. Under every objective are a handful of strategies and tactics. Each strategy and tactic will be measured in a way that is appropriate for the effort. The results will roll up together to monitor the overall progress toward the objective. Some actions from the [2019-2022 Strategic Plan](#) crossover with the strategies and tactics in this plan. To avoid duplicating efforts, items that are tracked through the strategic plan are noted with an asterisk. Any wording in italics associated with a Strategic Plan action is a slight modification to the language to make it relevant to this plan. However, the action will still be tracked through the Strategic Plan.

The tracking will be managed by the DEI workgroup, but they will not be solely responsible for the implementation. Responsibility will be shared across the district and be integrated into our work. The workgroup will be responsible for keeping track of the progress made toward the goals. Tracking will be updated quarterly and be summarized and reported annually.

Definition note: In this document the term "historically excluded" is defined as individuals with disability, lower incomes, people of color, individuals identifying as Hispanic and/or Latino/a, LGBTQ+, transgender/non-binary/gender non-conforming and individuals with any other identity that is not part of the dominant culture. This exclusion is systemic and impacts anyone not holding the majority of power, privilege and social status. It may or may not be directly related to the provision of our parks and recreation services.

Objective 1: Incorporate DEI practices and philosophy into district values and priorities

Strategy: Establish shared language and values

Tactics:

- Adopt agency-wide definitions for DEI-related terms
- Add equity to district values
- Develop patron behavior expectations for parks, trails and facilities
- Develop agency-wide demographic data collection methodology for patrons and staff

Strategy: Improve access to and participation in recreation program opportunities

Tactics:

- * Increase knowledge of and access to the district's scholarship program
- * Evaluate the effectiveness of the needs-based assistance policy and plans and adjust as necessary
- * Improve registration processes and technology to address registration challenges and *make it more equitable*
- * Invest in targeted programming that minimizes barriers for low-income populations
- * Evaluate and prioritize additional barriers to participation

Objective 2: Strengthen internal workplace culture to prioritize and integrate equity into all aspects of our work

Strategy: Provide learning and development opportunities to improve DEI competencies across all levels of the organization

Tactics:

- Provide baseline training to develop foundational concepts for all staff
- Prioritize training for supervisors, managers and directors
- Provide ongoing, role-specific training
- Facilitate training for Board of Directors

Strategy: Strengthen the workplace environment to encourage recruitment and retention that is reflective of the community

Tactics:

- *Recruit to new audiences
- *Collect and analyze data to inform and improve employee retention strategies
- Identify support needs for staff who have been historically excluded

Strategy: Demonstrate BPRD's value in the importance of DEI with staff

Tactics:

- Make DEI information and resources easily available to all staff
- Formalize the DEI workgroup into a committee and establish representation across departments and levels of the organization

Objective 3: Collaborate to advance equity in our community

Strategy: Intentionally build and strengthen relationships to better serve the community

Tactics:

- Identify opportunities to engage and build relationships with people in our community who have been historically excluded
- Identify strategies for greater engagement with, and acknowledgment of, Native American Tribes that are indigenous to Central Oregon.
- * Create stronger and more meaningful partnerships with other governmental agencies, *non-profits and community organizations*
- Share consistent updates on DEI progress with the community

Strategy: Serve community members in languages other than English

Tactics:

- Identify, prioritize and obtain resources necessary to increase Spanish language services across the district
- Offer more in-person interpretation and bilingual communication in Spanish
- Provide accommodations for accessible communication sources for people with disabilities

Appendix A: Spotlights

Spotlight On: Expanded outreach and bilingual engagement

BPRD prioritizes Latino outreach with community connections, building trust, fostering awareness of opportunities available to the community and provides translation and interpretation services. Seventy-one percent more Spanish-speaking families were newly served over the past three years, in large part to in-person outreach: 37 events (2019), 11 events (2020) and 24 events (2021). As a collaboration between Community Relations and Recreation, we prioritize translating and sending Spanish language newsletters to BPRD households and efforts increased six-fold in two years.

Additional efforts have been made to expand who we are serving, including:

- Reserving spots for Summer registration to make sure families who have technology challenges and language barriers make it into programs.
- Assigning bilingual staff to help with registration to our Spanish-speaking families.
- Planning seasonal and other outreach events with community partners focused on serving underrepresented and marginalized communities.
- Hosting Fun on the Fly, which offers free recreational activities on-site, in different neighborhoods to break down transportation and financial barriers.
- Offering Discover the Outdoors, our Summer outdoor program for kids 11 to 15 years old. Includes activities such as hiking, paddle boarding, and floating the river all while learning about ecology and stewardship. Transportation is provided for the program.
- Offering bilingual written materials and meetings for park project outreach.
- Providing bus and van transportation for participants to programs and events.
- A Spanish language Facebook account was created and is a partnership between Community Relations and Outreach. The page has garnered 595 followers and there have been 105 Facebook Live video posts and 28 Facebook events since March 2021.

Spotlight On: Summer Free Family Pass

This past summer, the district was able to offer a free summer family pass to targeted families. This free pass was possible thanks to the Oregon Community Summer Grant from the Oregon Association of Education Service Districts. These passes were made available to families with a BPRD scholarship in addition to the many new families our outreach team visited in low-income neighborhoods and communities. The passes allowed families to recreate together this summer for free at Juniper Swim & Fitness Center, Larkspur Community Center and the Pavilion skating rink. Dozens of families that had never visited a BPRD recreation center were able to experience our amenities for the first time.

Households served: 289

Total Individuals: 1,240

Total visits: 3,701

Spotlight On: Roller Pride, June 2022

BPRD hosted our first annual Roller Pride event on June 10th, 2022 at The Pavilion. The goal of the event was to create a safe and family-friendly space for queer people and allies. We partnered with Out Central Oregon and the COCC LGBTQIA Student group to provide a 3-hour event that included roller skating, a dance floor, DJ, and cornhole. We had 650 people attend the event with approximately 40% being under the age of 18 (of that group most were between the ages of 10-18). We had a number of parents thanking us for providing a space for their kids to feel welcome and free to be themselves. This event has led to the planning of an afterschool group in the spring roller season for queer high school

students and allies after overwhelming feedback that it was a positive space for teens who identify as LGBTQIA +.

Spotlight On: BPRD Stewardship Program

The Park Stewardship program provides park visitors with information and resources and fosters appropriate park rules, making [parks](#) and [trails](#) safer for all to enjoy. The Steward team leads with an education-first approach, with support from Community Relations-developed bilingual handouts and positive incentive giveaway items, and is responsible for enforcing all park and facility rules. The Stewardship Team is comprised of a Manager, two year-round full-time Park Stewards, two seasonal Park Stewards, and a contracted security day officer.

The team strives to be equitable in our approach to rules and safety. All Stewards and security day officers complete an eight-hour training course in empathy-driven enforcement. This training is specifically catered to park staff that works with individuals experiencing homelessness. The organization that created this virtual training is the Homeless Training Institute, which provides access to a variety of courses in its catalog.

Spotlight On: Alpenglow Pedestrian Bridge

During the design for Alpenglow Community Park, the district's extensive 1.5-year public outreach process, which included close coordination with neighboring property owners like Bend La-Pine Schools and the City of Bend was integral to developing connections and access to the park and adjoining school district property. One result of that public outreach was the prioritization of safe pedestrian facilities to access the park and adjacent facilities like the recently opened Caldera High School and future middle school.

Multi-modal and universal access to Alpenglow is achieved by its two pedestrian bridges (over the BNSF railroad to the west and over the COID canal to the north), wide multi-use paths, a future CET bus stop and ample parking. Already there are roughly 600 homes and nearly 1,500 people who live on the west side of the railroad tracks within a 5-minute walk of the railroad pedestrian bridge, and new developments are already in the works for the area so that number will only grow in the coming years.

These bridges, along with paved multi-use paths and the bus stop along 15th St. installed by BPRD provide an enhanced transportation corridor for students and park users and connectivity to the Larkspur Trail and Central Oregon Historic Canal Trail. Park projects like Alpenglow are a crucial part of Bend Park and Recreation's mission to better serve the community as it continues to grow.

Spotlight On: Affordable childcare options

In order to help address the critical childcare deficit when schools closed during COVID, BPRD offered a crucial all-day program to 700 students in distance learning at school. The program's focus was to serve low-income families and families of responders to the pandemic. This program was the largest in the state by hundreds of participants. The program was a lifeline for working families and was created in less than a month in partnership with the school district. Of the 700 participants, 65% qualified for scholarship and 1 in 5 were new patrons to BPRD, including 10% Spanish-speaking participants engaged through extensive Latino outreach.

Spotlight On: Community health efforts

BPRD staff and volunteers assisted vaccination efforts for 7,000+ people as a weekly location for county-administered COVID vaccinations as well as a host site for a FEMA 4-day clinic. Annually, a community

flu shot clinic with county health became a drive-through offering in 2020 and continues to draw a large attendance. Staff also tended to loneliness and isolation concerns for mental wellbeing. Staff and volunteers made more than 200 calls to senior center patrons for wellness checks during the COVID lockdown.

Spotlight On: Therapeutic Recreation (TR)

One in five Americans have or will develop a disability in their life. This means if someone does not have a disability, they will certainly experience having either a family member, coworker, neighbor, client, child, or someone else with a disability. Including youth with disabilities into recreation programs exposes children to peers with diverse abilities, needs, modes of communications, etc. and teaches them how to be accepting, understanding, and raises their overall emotional intelligence. This is invaluable for later in life where they will certainly associate with more people with disabilities and it helps to create a more inclusive community overall.

The support BPRD provides to youth with disabilities promotes equity for the families involved, not just the youth. Many parents of youth with disabilities have to sacrifice large parts of their career and work life to tend to the needs of their children. Without our extra support and specialized programs, many youth with disabilities would not be able to access recreation programs. Because of our programs, parents can rely on high quality childcare for their children and they can appropriately focus their attention on their career/job without having to sacrifice any paid hours or chances of advancing in their workplace. This is a great example of giving people and families the extra support they need so they lead a happy, successful life.

Therapeutic Recreation programs include:

- **Kids Inc. Inclusion Services** – TR staff work with afterschool Kids Inc programs to offer extra support to students with disabilities, allowing them to be successfully involved in the afterschool program without extra help. Providing this service makes a huge difference for the youth and their family.
- **Gro & Excel** – These are summer camps specialized just for youth with disabilities. TR staff are involved at a high ratio so that we can meet the needs of any participant that would walk through the door. Many other summer camps, activities and field trips are not designed for youth with disabilities, and accommodations have to be made for them to “fit in”. At these camps, we plan everything so that EVERYONE can be involved. It takes some extra hands and extra work, but it makes the true “Summer Camp” experience available for everyone.
- **TR Adult Programs** –TR Adult Programs run year-round in the evening so that participants can still work jobs during the day. Participants in these programs currently range in age from 18 into their 70’s. Programs that reflect many of the recreation programs offered to the general community, including things like work-out groups, cooking class, arts and crafts, swim nights, game nights, hiking clubs, walking clubs, rafting trips, trivia nights, and much more. We even bring the parks and rec bus right to them so transportation is not a barrier.

Spotlight On: Human Resources (HR) Recruitment

In May of 2022, HR began researching the process of adding optional demographic questions on job applications to start better understanding hiring and recruitment efforts. In June 2022, HR added two demographic questions to the job applications, one about race/ethnicity and the other about gender. It was key to keep this information voluntary and confidential from hiring managers as well as the HR specialists in charge of recruitment so that decisions are not influenced by this information.

HR is constantly working with community relations and marketing to make sure job advertisements contain images with a diverse group of employees and patrons. Our goal is to accurately depict what our workforce looks like and to show a more representative picture of the patrons we work with. Similarly, we use multiple mediums to communicate opportunities to a wide audience. Some examples are Facebook and Instagram ads, Google, Spotify, The Bulletin, The Source Weekly, KZTV, Craigslist, radio ads through Combined Communication (FM 99.7, FM 100.1, AM 1110, FM 107.7, FM 98.3, and FM 101.7), The Broadside (COCC campus newspaper), BLP School District, and throughout our facilities.

Since outreach is part of HR efforts, we have tried to attend a variety of events to connect with all sorts of community members. We've gone to events like the Health Fair at Larskspur Community Center and the Latino Community Association grand opening; we've attended career fairs for COCC, OSU-Cascades, WorkSource Oregon, Campfire, and Heart of Oregon; and have partnered with outreach specifically to help with their Community Celebrations and Informational Nights, like the Winter Activities Informational Night at Deschutes Children's Foundation.

Spotlight On: New Event Rentals in Parks Policy

In July, the board approved the new Event Rentals in Parks policy which replaced two older administrative policies that guided shelter and park rentals as well as public event processes and procedures. The goal of creating a new policy is to better serve our growing and changing community by finding the balance between providing open park spaces with hosting both private and public events in the parks. We recognize there is a myriad of benefits that come with hosting events in parks. Benefits like bringing art and cultural opportunities to the community, celebrating certain occasions and causes, recognizing historically significant places and people and connecting people to each other and our community. It also aligns fees with our cost recovery policy which provides lower cost recovery expectations for rentals that are advertised and open to the general public and don't require an entry fee.

Our hope is that the procedural changes resulting from the policy will allow for a greater variety of renters to be able to rent outdoor spaces. This will be achieved through scalable fees and a larger menu of rentable park locations. We envision event organizers being encouraged to host events that are open and welcoming to all members of our community. We also hope that smaller event organizers have the opportunity to host events where limitations on locations, the capacity of event days and fees have previously prohibited them from doing so, ultimately increasing access to the benefits that go with community gatherings.

Spotlight On: Increased Accessibility in Parks and Facilities

In 2017 the district prioritized improving accessibility throughout parks and facilities. The work started with a district-wide inventory and evaluation of assets. The facility maintenance team then implemented quick and inexpensive improvements. Minor adjustments meant the difference between following the intent of the Americans with Disabilities Act (ADA) to actually meeting the ADA Standards for Accessible Design. Individually, the changes were small but collectively they made a significant improvement to accessibility throughout the district.

ADA improvements are now folded into asset management and several large-scale facility renovations have been completed, including Hollinshead barn and Kitchen, Aspen Hall restroom and Shevlin Park Trail renovations. What started out as something required to do has become has now become top of mind. The facilities team is always looking at their work and asking "how can we make it more accessible"?



Board of Directors

October 4, 2022

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



A video of the entire board meeting can be viewed on the website:

<https://www.bendparksandrec.org/about/board-meeting-videos/>

BOARD PRESENT

Deb Schoen

Jason Kropf

Nathan Hovekamp

Zavier Borja

Ariel Méndez

STAFF PRESENT

Don Horton, Executive Director

Michelle Healy, Deputy Executive Director

Julie Brown, Manager of Communications and Community Relations

Kristin Donald, Administrative Services Director

Matt Mercer, Director of Recreation

Sheila Reed, Assistant to the Executive Director

Brian Hudspeth, Development Manager

Henry Stroud, Trail Planner

Bronwen Mastro, Landscape Architect

Ryan Richard, River Recreation Specialist

Adam Eno, River Recreation Specialist

VISITORS

Eve Richer: Ms. Richer advocated for the southern bridge and shared her interest in getting places without a car. Ms. Richer spoke about her background in sustainability and would like to see the sustainable efforts continue in this process to complete a bridge over the river to provide access. She asked how many letters have been received in support and how many in opposition.

Allison Hoffman: Spoke about the love she has for the whitewater park and the community that uses it. She shared that her daughter is starting to learn the skills to use the park as well. She advocated that users take personal responsibility for their gear and skills and shared the positive aspects of the no leash rule.

Dave Chun: Mr. Chun shared his concerns about the no leash rule. He said if there is something in the wave that can catch a leash it should be removed. He added that the no leash rule is okay in warm water and weather and shared his concerns about the rule for winter and cooler weather surfing. He commented that surfers comply with the rule out of deep respect for Ryan and Adam (district staff). He asked if surfers are actually safer without the leash considering the other issues that it causes.

WORK SESSION

1. South DRT History – *Henry Stroud and Michelle Healy (60 min)*

Ms. Healy introduced the history of the Deschutes River Trail (DRT) and reviewed the agenda. She explained that the district is not working on this project, but Connect Bend, a grassroots organization, has been. She said that the district is not restarting the project at this time and said the board would hear from Connect Bend. Royce Kallerud of Connect Bend gave a short presentation on their organization and advocacy for a footbridge in southern Bend. He shared the organization's vision and counter arguments to the opposition for this project.

Mr. Stroud gave an overview of the project history explaining that it is one of three gaps on the DRT. He spoke about the existing conditions of the neighborhoods and surrounding property. He said some improvements have been made with trails including safer crossings and erosion work. He next reviewed more about the project including:

- Past plans where this bridge project was included dating back to 1996
- Current plans
- High priority projects
- Federal and State protections
- Project Initiation (2012)
- Citizen Advisory Committee alignment selection
- Proposed changes to river guidelines
- legislation

Mr. Stroud explained that after the measures against the bridge failed in the legislature, the district hired a third-party facilitator to help bring the two sides together. As a result, the district halted the project, removed it from the CIP and SDC project list and directed staff to focus on other trail projects. He added that for future consideration of this project, the district would need the following:

- Restore trust and participate in open dialogue with stakeholders
- Engage the US Forest Service and other key agencies
- Evaluate district staff resources/workplans
- Solicit expert opinions to accurately determine project impacts
- Perform feasibility & preliminary site design
- Commit to respecting the outcome of the process

2. Review Summer Whitewater Park Operations – *Julie Brown and Jason Monaghan*

Ms. Brown gave a summary on the river usage for 2022. She shared the daily and weekend averages and commented that there was a 15% decrease from 2021 on river use; however, CET reported a 15% increase from 2021 (bus rides) and a 16% increase was reported on the tube rentals.

Mr. Monaghan spoke about the changes to the whitewater park:

- Upgrade mechanical equipment in the vault
- Met with Bend Fire pre-opening and late summer
- Installed signage
- Collected observation data pertaining to the no leash rule

- Researching webcams for installation at the park

He next spoke about the data collection at the Whitewater Park over the summer, that included 57 site visits totaling 60.5 hours of observation from June 29-Sept. 9.

Total Surfers	Total surfers with leash	Total rides	Total with helmets	Total PFDs
1,044	0	4,454	170	102

Ms. Brown explained the robust river communications that went out over the summer:

- Signage
- Videos
- Social media
- Website
- Paid advertising
- Community feedback/engagement

Mr. Rae of Bend Paddle Trail Alliance (BPTA), reviewed the efforts of BPTA:

- Participation in video/photography projects
- Helmet and lifejacket loaner program
- Whitewater instruction program coordination and planning
- Community feedback/engagement
- Sharing on social media

Mr. Rae added that there appeared to be less injuries this summer without the leashes. He said the leash often causes the board to pop up and the board or the fin can hit the surfer in the face and cause injury.

Mr. Monaghan reviewed the next steps:

- Make decision on webcams
- Low-water inspections, preventative maintenance
- Meet on-site with Bend Fire late winter and early spring
- Possible relocation of loaner equipment to island
- Assess signage in-river and at the whitewater park
- Continue planning for whitewater instruction program and/or river safety info instruction

CONSENT AGENDA

1. Minutes 7/19/2022
2. Minutes 9/06/2022

Director Méndez made a motion to amend page 53 (minutes from July 19) in the board packet to clarify that the report given to staff was that a raised crosswalk is planned (instead of enhanced). Director Hovekamp seconded. The motion was approved unanimously, 5-0.

Director Hovekamp made a motion to approve the minutes. Director Méndez seconded. The motion was approved unanimously, 5-0.

BUSINESS SESSION

1. Approve preferred concept plan for Sawyer Park – *Bronwen Mastro*

Ms. Mastro reviewed the project timeline, location, funding, existing conditions and parking study that was conducted over the summer. She explained the public outreach and process, including bi-lingual surveys with 116 respondents. The key takeaways were the following:

- People expressed how much they love this park and the unique, natural character.
- People use the park for a variety of reasons
- Though the park is well loved, there is room for improvement
- If you do not live nearby, the park is hard to get to without a car

Staff developed three concept designs for the public to comment on and select the best option. She shared the preferred concept design and explained the multi-modal desires for the park. The concept has 57 parking stalls although code allows for 254. She reviewed the parking criteria and access considerations.

Director Méndez made comments on why he is opposed to this plan due to the parking and shared ideas on how the money for this project could be spent elsewhere. The board discussed his comments and offered other alternatives.

Director Borja made a motion to approve the Sawyer Park Asset Replacement preferred concept design. Director Hovekamp seconded. The motion passed, 4-1. Director Méndez voted against the motion.

2. Resolution of support for LWCF grant application – *Bronwen Mastro*

Ms. Mastro said the grant application requires board approval.

Director Hovekamp made a motion to adopt Board Resolution No. 2022-06 authorizing the executive director to apply to the Oregon Parks and Recreation Department for a 2022 Land and Water Conservation Fund grant in support of improvements at Sawyer Park. Director Kropf seconded. The motion passed, 4-1. Director Méndez voted against the motion.

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

Mr. Hudspeth showed the board the work that has been completed on the Drake Park DRT project and what is left to complete. He explained that delays and inflation has caused the cost of finishing this project to go up considerably. He said there is not a lot that can be trimmed from the project and the grant money received and used for the project requires completion of certain aspects. He reviewed the funds that the additional money will come from to finish the project and asked the board to approve the increase for completion.

Director Méndez made a motion to authorize the executive director to award the GMP with Emery and Sons Construction Group, LLC not to exceed \$6,071,526, and to authorize an additional 5% owner's contingency of \$300,000 for a total construction budget of \$6,371,526 dollars with funding coming from the unappropriated contingency within the facility reserve fund, and to delay the construction of Little Fawn Park until such time that another park is removed from the Capital Improvement Plan or additional funds are identified for Drake Park construction. Director Borja seconded. The motion passed unanimously, 5-0

4. Approve IGA with the city of Bend for the Wilson Avenue Corridor Project Improvements at Ponderosa Park – *Brian Hudspeth*

Mr. Hudspeth said the city of Bend is doing a reconstruction project of Wilson Road that includes a roundabout at Ponderosa Park. The city is proposing a ten-foot-wide trail instead of a sidewalk at the roundabout and the district worked with the city on the design. The city would like an intergovernmental agreement (IGA) to complete this six-month project. The city will pay the district for the use of the parkland. The district will have full review of the plans, the ability to work with the contractor and a one-year warranty.

Director Méndez made a motion to authorize the executive director to negotiate and execute an IGA with the city of Bend for the Wilson Avenue Corridor Improvements at Ponderosa Park. Director Hovekamp seconded. The motion passed unanimously, 5-0

5. Contract Amendment for Big Sky parking lot – *Brian Hudspeth*

Mr. Hudspeth said this project is in motion. There have been some parking lot failures in the park due to a sinkhole that opened in the asphalt. The hole is quite deep and will need to be repaired because it is a safety issue. Park Services has this on the asset repair list. The contractor is already on site that can complete this work. He asked the board to increase the budget for the contractor to do the work, to save costs.

Director Kropf made a motion to authorize the executive director to execute a change order to the construction contract with Deschutes Construction Corp. for the construction of the Big Sky Park Improvements for a total amount of \$102,291, and to approve an additional 10% construction contingency of \$10,229, for a total construction budget not to exceed \$2,942,965. Director Borja seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton gave updates on the following topics:

- Building a Better Central Oregon will be honoring Alpenglow Park on Wednesday, October 19, from 4-6 pm. Two board members are invited to all the Invited two board members to attend the award ceremony.
- Ted Schoenborn was honored at NRPA with the Robert Artz Spotlight award.
- Goats will be placed at Alpenglow Park this week to help with weed control.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 18, 2022
SUBJECT:	Approve Resolution No. 2022-07 Adopting Additional System Development Charge (SDC) Waivers for Affordable Housing
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Sara Anselment, Planner
PREVIOUS BOARD ACTION:	January 5, 2021 Adopted Resolution 2021-01 June 4, 2019 - Adopted Ordinance 12: System Development Charges, and accompanying Resolutions No. 421, 422, 423, 424, and 425,
ACTION PROPOSED:	Adopt Resolution 2022-07
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

On June 4, 2019 the board approved resolution No. 423 that provided park SDC waivers for up to 400 units of deed restricted affordable housing. The park SDC waiver program was created as a three-and-a-half-year pilot program that sunsets on December 31, 2022. The board placed a cap on the number of units in order to balance the benefit of providing an incentive to build affordable housing with the goal of maintaining the comprehensive plan designated level of service. The cap was also a tool the board established to manage the fiscal responsibility of the district.

On January 5, 2021, the board approved Resolution No. 2021-01 adopting an additional 75 park SDC waivers per calendar year for deed restricted affordable housing units and provided waivers for temporary shelters not subject to a cap. This increased the total number of potential parks SDC waivers at 550 waivers through December 31, 2022 for deed restricted housing units. As of October 1, 2022, the district has approved 477 waivers (452 for deed restricted housing units and 25 for temporary shelter units) at a total cost of \$2.77M.

The city of Bend currently has an SDC exemption program for water, sewer and transportation SDCs for deed restricted affordable housing projects. The city's program ends at the same time as the district's current SDC waiver program. The city indicated that they plan to extend their exemption program for two more years. In anticipation of their extension, district staff prepared Resolution No. 2022 - 07 (attachment A) continuing the district's waiver program for two years to provide 75 additional park SDC waivers per calendar year, plus continued approval of waivers for temporary shelters that are not subject to the cap. The proposed resolution would take effect

January 1, 2023 and sunset December 31, 2024. The terms included in the proposed resolution mimic those included in the prior Resolution No. 2021-01 that was approved by the board in January of 2021.

The reduction in park SDC revenue for the additional 150 waivers is estimated to be between \$1M and \$1.5M, depending upon the number, size and type of development. This revenue reduction will be addressed during the preparation of the next five-year capital improvement plan, likely through adjustments to the timing or scope of planned park and trail projects.

BUDGETARY IMPACT

SDCs are the main source of funding for the development of parks, trails and recreation facilities to serve growth. They support the district's goals of maintaining the same level of parks, trails and recreation facilities as the district's population increases. The SDC methodology establishes the park SDC fees, which influence future revenues for SDC eligible projects in the district's adopted Capital Improvement Plan.

The total cost, as of October 1, 2022, for the SDC waiver program for affordable housing is \$2,774,920. The cost for the waivers proposed in Resolution No. 2022 – 01 is estimated to be between \$1,000,000 and \$1,500,000 depending upon the number, size and type of affordable housing or shelter development that occurs. The total estimated cost of the park SDC waiver program (July 1, 2019 through December 31, 2024), if all waivers are used, is between \$3.7M and \$4.275M.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 2022 – 07.

MOTION

I move to approve Resolution No. 2022 - 07, adopting additional SDC waivers for Affordable Housing.

ATTACHMENTS

Attachment A – Resolution No. 2022 - 07, adopting additional SDC waivers for Affordable Housing

BMPRD RESOLUTION NO. 2022-07**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
PROVIDING FOR SDC WAIVERS FOR CERTAIN AFFORDABLE HOUSING, TEMPORARY HOUSING, AND
MIXED INCOME HOUSING**

WHEREAS, the high demand and limited supply for housing in Bend has led to an increase in the cost of housing for both owner-occupied and rental units, and most new housing being developed is affordable only for those with above-median income; and

WHEREAS, the cost to develop housing includes not only the cost of land and construction, but also the cost of associated permits and fees, including System Development Charges (“SDCs”); and

WHEREAS, BMPRD Ordinance No. 12, and the associated Methodology Report: Parks System Development Charges, includes provisions allowing the Board to designate by resolution the types of residential development for which a waiver from park SDCs may be applied; and

WHEREAS, on November 1, 2017, the City of Bend adopted City Ordinance No. NS-2298, an exemption from transportation, water, and sewer SDCs for qualified affordable housing projects; and

WHEREAS, on June 4, 2019, the District approved Resolution No. 423 adopting SDC waivers for up to 400 units of Deed Restricted Affordable Housing, available through December 31, 2022; and

WHEREAS, on January 5, 2021, the District approved Resolution No. 2021-01, which increased the number of SDC waivers for Deed Restricted Affordable Housing available through December 31, 2022, temporarily waived all SDCs for certain short-term, temporary housing projects; and temporarily created additional SDC waiver opportunities for certain mixed income housing; and

WHEREAS, Bend continues to exhibit a shortage of: (1) Deed Restricted Affordable Housing, (2) short-term, temporary housing to meet emergency or other immediate housing needs such as homeless shelters or housing for victims of domestic violence, and (3) smaller multi-family developments comprised of both market rate and affordable housing units; and

WHEREAS, the Board desires to renew and/or extend the SDC waiver opportunities provided under Resolution No. 2021-01 through December 31, 2024.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

Deed Restricted Affordable Housing Waivers

1. Subject to the limitations below, the Parks SDCs shall be waived for Deed Restricted Affordable Housing units approved for exemptions from City transportation, water, and sewer SDCs by the City of Bend Affordable Housing Advisory Committee and that meet or exceed the 30-year deed restriction requirement.
2. The SDC waivers for Deed Restricted Affordable Housing authorized by this Resolution shall not exceed 75 units in any calendar year.
3. Deed Restricted Affordable Housing projects with 54 or fewer units, in all phases, may receive SDC waivers for up to 100% of the units within a single development phase. Deed Restricted Affordable Housing projects with 55 or greater units, in all phases, may receive SDC waivers for up to 50% of the total units (rounded up to next full unit) in a single development phase.

Notwithstanding anything herein to the contrary, no project may receive waivers for more than 75 units in any one development phase.

4. If the City of Bend requests that District provide additional park SDC waivers for Affordable Housing beyond December 31, 2024, a work group of City and District representatives should be established, in advance of the sunset date, to discuss and consider extension of the program, including strategies to support Affordable Housing development that reduces the impact on District SDC revenues.

Homeless/Emergency Shelter

1. Parks SDCs shall be waived for short-term, temporary housing projects approved for exemptions from City transportation, water, and sewer SDCs by the City of Bend Affordable Housing Advisory Committee, and that meet or exceed the 30-year deed restriction requirement.
2. In addition to City of Bend exemption approval, qualifying short-term, temporary housing units must be owned and operated by a government agency or 501(c)(3) charitable organization and must be available at no cost to persons in need of short-term, temporary housing.
3. The limitation on the number of waivers that may be approved for Deed Restricted Affordable Housing units shall not apply to waivers for eligible short-term, temporary housing units.

Mixed Income Developments

1. Once the annual limitation on the number of waivers that may be approved for Deed Restricted Affordable Housing units has been reached, Parks SDCs may be waived for a maximum of 5 additional Deed Restricted Affordable Housing units in any multi-family project with at least 5 market-rate units; provided that such Deed Restricted Affordable Housing units are approved for exemptions from City transportation, water, and sewer SDCs by the City of Bend Affordable Housing Advisory Committee, and that meet or exceed the 30-year deed restriction requirement.

Miscellaneous

1. This Resolution will be effective for all purposes on January 1, 2023 and will automatically sunset, and all SDC waivers provided herein will cease to be available, after December 31, 2024.
2. Capitalized terms used, but not defined, in this Resolution shall have the meanings given such terms in Ordinance No. 12.
3. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular, or plural, as the context may require. The singular includes the plural, and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the Board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this ____ day of _____, 2022.

Deb Schoen, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 18, 2022
SUBJECT:	Award Contract for Larkspur Community Center Roof Replacement Project
STAFF RESOURCE:	Rob Shatting, Facilities Supervisor Jason Monaghan, Facilities Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Award Contract
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The Larkspur Community Center consists of roughly 11,000 square feet of EPDM roofing that was originally installed in 2001 and has met its life expectancy. This section of roof was originally slated for replacement in 2026 but due to significant vandalism during the construction of the Larkspur addition as well as previous leaks the decision was made to complete the project sooner to minimize risk of interior damage to the facility.

To complete this project, the district selected a contractor through completion of a competitive procurement process by publicly advertising and issuing a formal request for proposals (RFP) on September 12, 2022. In response to this RFP, two proposals were received. A three-person evaluation committee consisting of experienced Park Services staff thoroughly reviewed these proposals. Upon tallying the points assigned to each proposal in accordance with the evaluation criteria of the RFP, Eagle Roofing Company was determined to have submitted the most advantageous and lowest priced offer.

A notice of intent to award a contract to Eagle Roofing Company has been published.

BUDGETARY IMPACT

The 2023-2027 Capital Improvement Plan (CIP) includes \$410,000 in property tax funding for the Larkspur Community Center re-roof project.

Accepting Eagle Roofing Company's proposal of \$234,800, as well as a 15% contingency of \$35,220, brings the total funding allocated for the re-roof project at the Larkspur Community Center Project to \$270,020. This is \$139,980 less than the amount allocated in the CIP.

STAFF RECOMMENDATION

Staff recommends the board authorize the executive director to award a contract to Eagle Roofing Company, in the amount of \$234,800, plus an additional 15% contingency of \$35,220 for a total construction budget not to exceed \$270,020. Staff is recommending a higher contingency to address some potential additional work that may need to be performed (i.e., replacement of damaged insulation, dry rot, and unseen water intrusions.)

MOTION

I move to authorize the executive director to award a contract to Eagle Roofing Company, for the replacement of the Larkspur Community Center roof for a total amount of \$234,800, and to approve an additional 15% construction contingency of \$35,220, for a total construction budget not to exceed \$270,020.

ATTACHMENT

None

Board Calendar 2022-2023

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

November 1

Staff Introductions

Brent Everett

Juan Arballo

Rick Wilson

Work Session

- ◆ ORPA Leadership Academy – *Joelle Easton, Lee Sherwin, Michelle Healy (30 min)*
tentative
- ◆ Pre-Qualified A/E process – *Justin Sweet (15 min)*

Consent Agenda

- ◆ Codify Personnel Policies

Business Session

- ◆ Approve Juneteenth Holiday, Resolution No. 2022-08 – *Theresa Albert (10 min)*
- ◆ Approve Paid Family Medical Leave Insurance employee contribution pick-up – *Theresa Albert (20 min)*
- ◆ Resolution Authorizing Executive Director to support funding through the Oregon Legislature (see Special Districts template) – *Don Horton (10 min)*

November 15

Work Session

- ◆ Budget Committee Applications and Review Process – *Kristin Donald (10 min)*
- ◆ Registration Process Update – *Matt Mercer (20 min)*

Business Session

December 6

Work Session

- ◆ Riverbend and Farewell Bend Parks Access and Parking Analysis Draft Report – *Rachel Colton and Karen Swirsky with Kittleson (30 min)*

Business Session

December 20

Work Session

Business Session

- ◆ Accept 2021-22 Annual Comprehensive Financial Report – *Eric Baird and Brenda Bartlett (15 min)*
- ◆ Out of District Registration – *Matt Mercer (20 min)*

January 3

Work Session

Business Session

- ◆ Appoint Budget Committee Member– *Kristin Donald (15 min)*

January 17

Work Session

Business Session

February 7

Board Workshop (afternoon start 2-8pm)

February 21

Work Session

Business Session

City of Bend presentation of parking districts (Tobias Marx) – *Sara Anselment*

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)*

Website Update/Data Sharing

Approve Land Acquisition consultant RFP – *Sara Anselment*

IGA with NUID for canal trail – *Henry Stroud*

Approve SE Neighborhood Park Development Agreement – *Henry Stroud (20 min)*

COID Property overview – *Michelle Healy (45 min)*