



Bend Metro Park & Recreation District

January 03, 2023

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

January 03, 2023

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

The board will meet in person with a virtual link to the regular 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/84713219029?pwd=UGMwYUppTWg3MGtvQzZyeEYrdlh5dz09>

Passcode: 878721

Or Telephone:

US: +1 669 900 6833

Webinar ID: 847 1321 9029

Passcode: 878721

5:30 p.m. CONVENE MEETING

VISITORS

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

CONSENT AGENDA

1. Minutes 12/20/2022

BUSINESS SESSION

1. Accept 2021-22 Annual Comprehensive Financial Report – *Eric Baird and Brenda Bartlett (15 min)*
2. Board Finalist Presentations – *Deb Schoen (75 min)*
3. Break *(15 min)*
4. Appoint Board Members – *Deb Schoen (15 min)*
5. Appoint Budget Committee Members– *Kristin Donald (15 min)*
6. Swearing in Board Appointees

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

EXECUTIVE SESSION – The Board will meet in Executive Session following the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.



Board of Directors

December 20, 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

BOARD ABSENT

- 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
- Michael Egging, Recreation Business Manager
- Brian Hudspeth, Development Manager
- Bronwen Mastro

Director Schoen opened the meeting acknowledging that this is Director Kropf’s last meeting and thanked him for his service.

VISITORS

None

WORK SESSION

1. Out of District Registration – *Matt Mercer*

Mr. Mercer explained the current of out of district practices, he said residents that reside outside of the park district boundaries pay an additional 20% fee for most programs and all facility passes exceptions include daily fees at recreation facilities and school district partner programs. Since 2012, out of district residents register at the same time as in-district. Prior to 2012, out of district residents registered one week later than in-district registrants. He said out of district registrations make up

about 10% of the district's registrations. Mr. Mercer said he wanted to discuss if this was the right time to make changes to the timing of registration for out of district patrons.

Mr. Mercer listed the advantages of changing the registration date for out of district residents as the following:

- Provides in-district residents a better chance to get into quick filling programs
- Will result in an increase in % of in-district participation in most programs
- Helps inform people of resident status

He listed the disadvantages as follows:

- Complicates the registration process and communications
- Decreases revenue by reducing number of people paying higher fees
- May result in some programs not reaching capacity or meeting minimums
- May result in people not being able to participate together
- Makes difficult for out of district resident to access high demand programs
- Alienate out of district customers

The board did not see this as a high priority and recognized the disadvantages and did not recommend making any changes at this time.

CONSENT AGENDA

1. Minutes 11/15/2022
2. Minutes 12/06/2022

Director Hovekamp made a motion to approve the minutes. Director Borja seconded. The motion was approved unanimously, 4-0.

BUSINESS SESSION

1. Sawyer Contract Amendment – *Bronwen Mastro*

Ms. Mastro presented a map of the Sawyer Park project and reviewed the past approvals from the board for this project and design improvements. One of the improvements includes a third access point from an existing trail to the bridge adding some extra cost and work. The expanded scope increased the need for further archeological investigations. She said staff reviewed this with the Confederate Tribes of Warm Springs and they requested a more thorough approach than the suggested shovel testing and asked staff to excavate a larger area for artifacts. The request for additional funds includes estimates if artifacts are found, further funding is included if design work needs reworking and accounts for the consultant costs.

Director Borja made a motion to approve the addition of \$127,745.58 to the Greenworks, P.C. contract, plus an additional 10% contingency of \$12,774.56 to complete the design, archeological investigations and permitting of the Sawyer Park project. Director Hovekamp seconded. The motion was approved unanimously, 4-0

2. Legislative and Advocacy Procedures: Resolution No. 2022-09 – *Don Horton*

Executive Director Horton said this topic came up due to the lack of funding that was received by certain agencies in the state during the pandemic. He said without this resolution, it is difficult to respond quickly to legislative advocacy without losing time by coming to the board for every decision. He said there are procedures in the proposed resolution including legislative priorities for the district. Executive Director Horton said he serves on the State Agency Legislative Committee and in a position to stay well informed of the issues and keep the board up-to-date.

Director Borja made a motion to approve Resolution 2022-09 to approving the Legislative Advocacy Policy. Director Hovekamp seconded. The motion was approved unanimously, 3-0.

****Director Kropf abstained from the vote.***

3. Board Finalists Selection – *Deb Schoen*

Director Schoen said the applicant pool was outstanding and demonstrated a wealth of experience. She thanked the candidates for their interest. She said she would be interested in interviewing the top five candidates, Director Borja agreed. Director Hovekamp suggested the top seven as finalists. The board agreed that the applicants all had extraordinary experience and decided to interview the top seven candidates. The candidate selected were named as follows:

Daniel Galanaugh
Steve Jorgenson
Robin Vora
Elizabeth Hughes Weide
Betsy Tucker
Jodie Barram
Donna Owens

4. Budget Committee Applications Discussion – *Kristin Donald*

The board agreed to wait to discuss the Budget Committee applications until after the board appointments due to applicants that applied for both positions.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton told the board that the new staff scholarship program is going well. Three professional level staff are using the scholarship to earn a bachelors or masters degree and 13 Kids Inc. staff are taking advantage of the program. He added that so far it appears to be a good retention tool for Kids Inc. Staff recently held a food drive to collect food for Neighbor Impact. He said that food will be collected until January 3rd in the facilities and to date over 4,000 lbs has been delivered to Neighbor Impact.

PROJECT REPORT

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

- Director Kropf commented on the incredible applicants, thanked the board and staff for a positive experience and effort by everyone. He shared how his family has participated in district programs and facilities. He thanked the district for having high standards.
- Director Borja thanked the applicants and thanked staff for a wonderful year.
- Director Hovekamp acknowledged the efforts that Director Kropf has made to serve on the board with a busy schedule. He said he will miss his presence on the board. He added that there are some documents in the board folder that speak to properties that are auctioned due to unpaid taxes, it has been suggested by Deschutes County Commissioner Chang to use the funds to support efforts for affordable housing. He explained that Commissioner Chang would like to propose changing the law this to allow for this. Director Hovekamp asked the board if they would be interested in endorsing this idea and mentioned that there is a budget impact to the district. The board agreed that they would be in favor of this proposal.
- Director Schoen thanked Director Kropf and complimented his contributions to the board and his State Representative position. She thanked the staff for an incredible year and said the recovery made from COVID has been like no other state agency.

ADJOURN 7:09pm



Prepared by,

Sheila Reed
Executive Assistant

Deb Schoen, Chair

Nathan Hovekamp, Vice-Chair

Jason Kropf

Zavier Borja

Ariel Méndez

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 3, 2023
SUBJECT:	Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR)
STAFF RESOURCE:	Eric Baird, Finance Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Accept Fiscal Year 2022 Annual Comprehensive Financial Report
STRATEGIC PLAN:	
Pillar:	Operations and Management
Outcome:	Financial well-being supported by strong business practices

BACKGROUND

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

The Annual Comprehensive Financial Report (ACFR) of Bend Park and Recreation District for the fiscal year ending June 30, 2022 is hereby submitted to the Board, (Attachment A). Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with the district. To the best of our knowledge and belief, the enclosed data are accurate in all material respects and are reported in a manner designed to present fairly the financial position and results of operations of the various funds of the district. All disclosures necessary to enable the reader to gain an understanding of the district's financial activities have been included.

The annual report is required to be independently audited by CPAs licensed by the Oregon State Board of Accountancy to perform audits of municipal corporations. The annual audit process contributes to the integrity of Oregon local governments by requiring an independent review of fiscal affairs and assuring that local taxpayers are provided a reliable and complete financial report that can be used to evaluate their local governments' performance. The district has received an unmodified or "clean" audit opinion for fiscal year 2022 (and for all years prior since the district's first audit for fiscal year 1976-77). The auditor will be presenting information on the audit of the ACFR to the Board of Directors during the business session. See the Auditor's letter to the Board attached (Attachment B).

The ACFR is presented in three sections:

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

The transmittal letter read along with the MD&A, gives a good overview of the financial statements and the financial performance of the district for fiscal year 2022.

The Government Finance Officers Association awarded the district with a Certificate of Achievement for Excellence in Financial Reporting for its ACFR for the fiscal year ended June 30, 2021. In order to receive the award, the district must publish an easily readable and efficiently organized ACFR with contents that conform to program standards. We will submit this ACFR for the award as well and believe it meets the program standards.

BUDGETARY IMPACT

This was the sixth year of our auditing services professional services agreement with Sensiba San Filippo Certified Public Accountants and Business Advisors (formerly SGA Certified Public Accountants and Consultants, LLP). The original agreement term is for five fiscal years, with the option to audit an additional two fiscal years. The amount for auditing services for the full six fiscal years is \$131,500 including \$22,850 for fiscal year 2022 audit services. This fee is budgeted in the General Fund.

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

MOTION

I make a motion to accept the Bend Park and Recreation District’s audited Annual Comprehensive Financial Report for the fiscal year 2022.

STAFF RECOMMENDATION

Staff recommends the board receive the auditor’s presentation of the audited Annual Comprehensive Financial Report for the district for the fiscal year 2022 and make a motion to officially accept the report.

ATTACHMENT

Attachment A: Fiscal Year 2022 Annual Comprehensive Financial Report is available for download at: <https://www.bendparksandrec.org/about/finance/>

Attachment B: Auditor Board Communication

Attachment C: Auditor Management Letter

SENSIBA SAN FILIPPO LLP

CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

December 19, 2022

Board of Directors
Bend Metro Park and Recreation District

We have audited the financial statements of Bend Metro Park and Recreation District (District) as of and for the year ended June 30, 2022, and have issued our report thereon dated December 19, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 17, 2022, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Bend Metro Park and Recreation District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the following significant risks:

Charges for services

The District uses a point-of-sale system to record for recreational and facility charges. The system integrates with the general ledger accounting software, but is not contained within the accounting software itself, which increases the risk that revenue reported would not be complete. The nature of the revenue is such that many amounts are collected in advance of when they are earned under GAAP, which increases the risk of errors in proper revenue recognition as there is some judgment and adjustment involved.

Property and equipment

The District manages a significant number of capital construction projects as part of its normal operations. There are numerous individuals and departments involved in properly reporting both the cost and the completion of each of the projects, increasing the risk of errors in valuation and reporting of the District's capital assets. Additionally, new accounting and reporting standards for leases went into effect during the current year resulting in a new category of asset, right to use assets, and the process of identifying all leases and calculating the recorded value of the resulting asset increased risk in this area.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Bend Metro Park and Recreation District is included in Note 1 to the financial statements. As described in Note 6 to the financial statements, the District implemented Governmental Accounting Standards Board Statement No. 87 – Leases as of July 1, 2021. As a result of the adoption of the new standard, a new category of asset and related lease payable have been included in the District's statement of net position. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are as follows:

- The proportionate share of the net pension obligation unfunded actuarial liability related to the District's participation in the Oregon PERS system, including estimated deferred inflows and outflows expected to be included in pension expense in future periods.

- The estimated actuarial liability related to the District's other post-employment benefits (OPEB) related to the health insurance continuation program.
- Unrealized gains and losses on the investment in the Oregon LGIP.

Management's estimate of the pension and OPEB are based on professional actuarial studies provided by Oregon PERS and contracted by the district, respectively. We evaluated the key factors and assumptions used by the actuaries to develop the various estimates and determined they were reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units. The unrealized loss on investment in the LGIP was estimated based on the audited financial statements for the Oregon Short Term fund reporting the fair value of its assets approximated 98.8% of the amounts invested by participants in the LGIP.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Bend Metro Park and Recreation District's financial statements relate to the PERS pension obligation and LGIP investment value adjustment more fully described in the preceding paragraph.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No such transactions were identified during the course of our audit procedures.

Identified or Suspected Fraud

We did not identify any instances of suspected fraud during the course of our audit procedures.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. We identified no uncorrected misstatements during the course of our audit procedures.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Bend Metro Park and Recreation District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. No circumstances were identified which would affect the form and content of our report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated December 19, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Bend Metro Park and Recreation District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Bend Metro Park and Recreation District's auditors.

Other Information Included in Annual Reports

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in Bend Metro Park and Recreation District's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, read the information, and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the board of directors and management of Bend Metro Park and Recreation District and is not intended to be and should not be used by anyone other than these specified parties.

Sensiba San Filippo LLP

Sensiba San Filippo, LLP
Bend, OR

SENSIBA SAN FILIPPO LLP

CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

December 19, 2022

Management and the Board of Directors
Bend Metro Park and Recreation District

In planning and performing our audit of the financial statements of Bend Metro Park and Recreation District (District) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below, we identified certain matters involving the internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated December 19, 2022 on the financial statements of Bend Metro Park and Recreation District. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. Our comments are summarized as follows:

Whistleblower services

The District is involved in a significant number of construction projects as part of its normal business operations. Oregon law requires adherence to policies governing the award of public works contracts to assist in ensuring a competitive process. As part of our audit inquiries, we inquire of members of management, employees and board members to assist in our assessment of risk in order to plan the audit. During the course of our conversations, we discussed the volume of public contract awards and what could be done to potentially obtain comfort that they are always awarded in a competitive manner. We concluded the District may benefit from implementing a process whereby employees and/or citizens would have an anonymous opportunity to share a concern they might have, particularly as it relates to public contracting practices as this is an area of potential collusion where designing internal controls to mitigate that risk is difficult and costly. We recommend the District consider partnering with a reputable organization to provide this service as a means of strengthening its internal control system.

We believe that the implementation of these recommendations will provide the District with a stronger system of internal control while also making its operations more efficient. We will be happy to discuss the details of these recommendations with you at your convenience.

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

Respectfully,

A handwritten signature in black ink that reads "Sensiba San Filippo LLP". The signature is written in a cursive style and is positioned above the typed name.

Sensiba San Filippo, LLP
Bend, Oregon

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 3, 2023
SUBJECT:	Board Vacancy Candidate Presentations
STAFF RESOURCE:	Board of Directors Deb Schoen, Board Chair
GUEST PRESENTERS:	Jodie Barram, Daniel Galanaugh, Steve Jorgensen, Donna Owens, Betsy Tucker, Robin Vora and Elizabeth Weide
PREVIOUS BOARD ACTION:	December 20, 2022: The board narrowed the list of 21 applicants to seven finalists for interviews
ACTION PROPOSED:	Appoint an applicant to the district's board of directors

BACKGROUND

Directors Ariel Méndez and Jason Kropf submitted resignations to the board effective January 1, 2023. Staff advertised the vacancy and accepted applications for over two weeks. The application deadline closed on December 6, 2022 at 5 pm. Twenty-one applications were submitted to the board and seven were selected as finalists at the last meeting in December. The seven finalists will give a five-minute presentation to the board and an additional five minutes will be allowed for questions from the board of directors. Upon completion of the presentations, the board will select two applicants to fill the vacancies. The new board members will be sworn in later this evening.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 3, 2023
SUBJECT:	Appoint Board Vacancy
STAFF RESOURCE:	Board of Directors Deb Schoen, Board Chair
PREVIOUS BOARD ACTION:	December 20, 2022: The board narrowed the list of 21 applicants to seven finalists for interviews. January 3, 2023: Board Finalists gave presentations to the board for final selection of two board members.
ACTION PROPOSED:	Appoint two applicants to the district's board of directors

BACKGROUND

Directors Ariel Méndez and Jason Kropf submitted resignations to the board effective January 1, 2023. Staff advertised the vacancy and accepted applications for over two weeks. The application deadline closed on December 6, 2022 at 5 pm. Twenty-one applications were submitted to the board and seven were selected as finalists at the last meeting in December. The seven finalists will give a five-minute presentation to the board and an additional five minutes will be allowed for questions from the board of directors. Upon completion of the presentations, the board will select two applicants to fill the vacancies. The new board members will be sworn in later this evening.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

I make a motion to appoint _____ and _____ to serve on the Bend Park and Recreation District's board of directors for the remaining of the term ending June 30, 2023.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	January 3, 2022
SUBJECT:	Budget Committee Member Appointment
STAFF RESOURCE:	Kristin Donald, Administrative Services Director
PREVIOUS BOARD ACTION:	Received budget committee application scores at the December 20, 2022 meeting
ACTION PROPOSED:	Appoint three members to the District's budget committee

BACKGROUND

There are currently three vacant seats on the district's budget committee. Two of these vacant seats will serve a term of three fiscal year budget processes and one seat will serve a one-year term, beginning with the 2023-24 fiscal year budget process. Two seats expired with budget year 2022-2023 and one seat was resigned

Prior to the meeting on December 20, the board read and scored all eight applicants. At the December 20 board meeting, the board received the application scores for the candidates. The board delayed a discussion of the candidates due to one of the candidates being selected as a board finalist. The board will consider the candidates for appointment at this meeting following the board appointments of the two open seats on the board of directors.

BUDGETARY IMPACT

The 2023-24 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on May 23, 2023.

STAFF RECOMMENDATION

Staff recommends the board appoint three budget committee members to fill the vacant positions.

MOTION

I make a motion to appoint _____ and _____ to serve on the Bend Park and Recreation District's budget committee for a term of three fiscal year budget processes and _____ to serve a one year term. All terms will begin with the 2023-24 fiscal year budget process.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE: January 3, 2023

SUBJECT: Board Member Oath of Office

STAFF RESOURCE: Deb Schoen, Board Chair

PREVIOUS BOARD ACTION: December 20, 2022: The board narrowed the list of 21 applicants to seven finalists for interviews.
January 3, 2023: Applicant presentations were presented and two board members were selected.

ACTION PROPOSED: Swear in two board members to the Bend Park and Recreator Board of Directors

BACKGROUND

Two new board members were selected earlier in this meeting to replace outgoing board members Ariel Méndez and Jason Kropf.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

Attachment A: Board of Directors Oath of Office

United States of America



**Bend Park &
Recreation**
DISTRICT

Board of Directors Oath of Office

State of Oregon,)
County of Deschutes) ss.
)

I, _____, do solemnly swear that I will support the Constitution of the United States of America, and the Constitution of the State of Oregon, and the laws thereof, and will faithfully and honorably conduct myself in the office of Bend Park & Recreation District Board of Director to which I have been appointed, to the best of my ability.

Signature

Subscribed and sworn to before me this
third day of January, 2023

Administered by: _____

Deb Schoen
Chair to the Board of Directors
Bend Park & Recreation District



PLANNING & DEVELOPMENT PROJECT UPDATES January 2023

COMMUNITY AND REGIONAL PARK PROJECTS



Drake Park DRT & Bank Improvement Project: Construction of Phase 2 (the final phase) has begun. Work began with clearing and grubbing along the boardwalk section of the project. The easements needed to construct the trail through the PacifiCorp property have been recorded, as well as the easement from Deschutes Opportunity Trust, the former Journey Church property. Only the construction license remains to be secured from PacifiCorp. All work is anticipated to be completed by the end of June 2023.



Big Sky Park Expansion: The project is getting closer to completion. The majority of the new signs have been installed throughout the park; finishing touches on remaining items have been halted due to the winter weather. Construction is expected to be complete winter of 2022.



Sawyer Park Entrance and Parking Lot Upgrades: The design consultant contract amendment to cover expanded design scope and cultural resource investigation was approved by the board December 20th. The SHPO permit application has been submitted and is anticipated to be issued January 2023. Once the SHPO permit is approved the cultural resource investigation can begin.



Pine Nursery Park Phase 5: This project will complete the amenities identified in the preferred concept plan for Pine Nursery Park including additional sports fields. This project may consider the installation of softball/baseball infields with all-weather turf to expand seasonal use. Trail lighting and other community park improvements are also a consideration of part of the scope. The full scope of this project will be refined through staff coordination that is in progress. The RFP to select the design team will be issued January 2023.

NEIGHBORHOOD PARK PROJECTS



Little Fawn Park: Staff continues to work with the consultants on the designs and permitting for the park. Ground breaking is expected to begin summer 2023.



Fieldstone Park – Park Search Area 4: Construction is underway by the developer (Pahlisch). Site grading and a majority of the paving work is installed. Irrigation, sod, plantings and other landscaping elements are in; the installation of the playground and assorted furnishings, including the shelter, have been delayed due to wintery weather. Completion is expected in the spring of 2023.



Shevlin West: This 3.5-acre piece of property in the Shevlin West subdivision was dedicated to the district to meet the open space requirement for the development. A development agreement was signed in March of 2021 for the building of the park and required frontage improvements. Design is anticipated to begin summer 2023.

TRAIL PROJECTS



North Unit Canal Trail: Flagline Engineering continues to make progress on the design and permitting for Phase 1 of the trail between Canal Row Park and Deschutes Market Road. Thirty percent design plans and draft trail easement descriptions are complete. BPRD received quotes to hire a right of way acquisition specialist and is looking to finalize a contract before the end of the year.

RIVER PROJECTS



McKay, Miller's Landing and Columbia Parks River Access Project: Data collection and analysis is complete and staff has begun developing two initial conceptual designs for each project location. Each concept is intended to bookend the full range of options, including high level cost estimates, for each access point. Once initial concepts are complete this winter, staff will begin an extensive public outreach campaign to present the concepts to the community and collect feedback about them. Staff will also begin researching grant funding opportunities to cover some of the cost for future construction.



Riverbend South Access and Restoration Project: Construction continues as work below the waterline is installed at all three access points. The contractor is now working to complete the remaining steps and terraces on all three points. Fencing, irrigation and plantings will follow to complete the project.



Riverbend and Farewell Bend Parks River Access and Parking Analysis: In partnership with Kittelson and Associates, the district completed an intercept and parking utilization survey in July to better understand existing access and usage patterns at and around these parks. This data was utilized by the consultant to develop a report with findings, recommendations and next steps, which was reviewed with the board in December 2022. Staff will begin work to implement the quick fixes in 2023 and will work with Kittelson to evaluate potential additional work to address longer term considerations.

OTHER PROJECTS AND FUTURE DEVELOPMENT



SDC Waivers for Affordable Housing: Park SDC waivers for 459 units have been approved through coordination with the City of Bend’s Affordable Housing Committee at a cost to the district of about \$2.8M in waived SDC fees. Following the board approval of an additional 150 waivers, a remaining 16 waivers are available through the end of 2022. Staff and legal counsel have completed the necessary deed restriction documents for nine of the developments, totaling 385 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 25 units.



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.

Additionally, staff has been working with Epic Land Solutions to acquire land in other priority search areas, not associated with development. Epic Land Solutions has preliminarily identified willing sellers, and is continuing property owner research and outreach. Staff will provide an update to the board when more information is available.



Diversity, Equity and Inclusion (DEI) Initiative: The Spanish translation from the organizational assessment report is complete. Both English and Spanish versions have been posted on the DEI webpage. The workgroup is planning 2023 priorities for action plan implementation.

Board Calendar 2022-2023

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

January 17

Staff Introductions

Adam Kau

Kylie Kinyon

Park Services Staff

Work Session

- ◆ MMC update – *Ian Isaacson (30 min)*

Consent Agenda

- ◆ Lease Reassignment
- ◆ Approve Miller, McKay and Columbia Parks Contract amendment

Business Session

- ◆ Amended Local Contracting Rules (Purchasing Policy) – *Justin Sweet (15 min)*

February 7

Board Workshop (afternoon start 2-8pm)

February 21

Work Session

- ◆ Perception Survey: *Rachel Colton and Michelle Healy, Michelle Neiss with DHM (30 min)*
- ◆ LOS update – *Henry Stroud and Sara Anselment (30 min)*

Business Session

- ◆ Approve COB Riverfront IGA – *Henry Stroud and Brad Tower (20 min)*

March 7

Work Session

Business Session

March 21

Work Session

Business Session

April 4

Work Session

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

Business Session

- ◆ Approve Needs Based Assistance Plan for Fiscal Year 23-24
- ◆ Approve design consultant contract Pine Nursery Phase 5 – *Bronwen Mastro (15 min)*

April 12 Budget Tour

April 18

Work Session

Business Session

May 2

Work Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2023 – *Kristin Donald (15 min)*

Business Session

May 23 and 25 Budget Committee Meetings

June 6

Work Session

- ◆ Juneteenth Proclamation

Business Session

- ◆ Adopt Resolution No. XXX Adopting the 2024-2028 CIP – *Michelle Healy*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2023-24, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2023-24 – *Kristin Donald*

June 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)*

COVID Property overview

Pre-Qualified A/E process – *Justin Sweet (15 min)*