



Bend Metro Park & Recreation District

June 6, 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.



District Office | Don Horton, Executive Director

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CONSENT AGENDA

1. Minutes: 05/02/2023

BUSINESS SESSION

1. Adopt Resolution No. 2023-05 Adopting the 2024-2028 CIP – *Michelle Healy (5 min)*
2. Hold Public Hearing and Adopt Resolution No. 2023-06 – Adopting the Budget and Making Appropriations for Fiscal Year 2023-24, and Adopt Resolution No. 2023-07 - Imposing and Categorizing Taxes for Fiscal Year 2023-24 – *Kristin Donald (10 min)*
3. Approve Private Security Contract – *Jeff Hagler (15 min)*

EXECUTIVE DIRECTOR'S REPORT

REPORTS – Project Report and Recreation Winter Seasonal Report

BOARD MEETINGS CALENDAR REVIEW

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:	June 6, 2023
SUBJECT:	Park Services Overview
STAFF RESOURCE:	Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None – for information only
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Be a local leader in environmental stewardship.
Strategy:	Improve efforts to be responsible stewards of the natural environment.

BACKGROUND

The Park Services department is composed of five divisions: landscape, facilities, natural resources, stewardship and fleet with nearly 71 full time equivalent staff members. All operations and maintenance of parks and trails are carried out by this department. The majority of facilities operations and maintenance also fall under this department, except for recreational facilities, where the workload is shared with the recreation maintenance staff.

The presentation will provide general information and facts about Park Services. The goals of this presentation are to provide an overview of the roles and responsibilities of the department and to gather feedback on specific topics to share more information about during future board meeting.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT:

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 6, 2023
SUBJECT:	Vegetation Management
STAFF RESOURCE:	Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Be a local leader in environmental stewardship.
Strategy:	Improve efforts to be responsible stewards of the natural environment.

BACKGROUND

The district manages over 3,000 acres of diverse vegetation, ranging from turf and annual flower beds to forested and sagebrush landscapes. Park Services is responsible for managing this vegetation to ensure the recreational value, health, and sustainability of our parks.

The district implements specific management prescriptions or plans for each type of vegetation. These plans ensure that appropriate care and attention are given to each area, considering their unique characteristics and requirements. During the board meeting, staff will provide an overview of the vegetation management plans, with a particular focus on native landscapes.

The attached BPRD Vegetation Management Guidelines provide the general framework for maintaining native landscapes. These guidelines serve as a comprehensive resource for staff, providing a set of best practices and principles to guide their management activities. Parks with larger native landscapes, such as Shevlin Park and Riley Ranch Nature Reserve, have more specific and tailored management plans.

In addition to these guidelines, staff participate in training and professional development to stay current with best practices in vegetation management. We strive to implement sustainable practices that maintain the ecological balance and enhance the aesthetic value of our parks.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

Attachment A: BPRD Vegetation Management Guidelines

BPRD Vegetation Management Guidelines



Bend Park & Recreation
DISTRICT

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1.0 INTRODUCTION

The intention of the Natural Resource Department of Bend Park and Recreation District (BPRD) is to maintain the quality of our natural parks and areas well into the future. To do this, staff must ensure that the vegetation growing on these sites is desired, that it provides the features we have grown to expect, and that it is sustainable well into the future.

1.01 Goals

The districts overall goals in vegetation management are to maintain, improve, and/or restore existing vegetation conditions, creating a healthier and more resilient ecosystem into the future. Site conditions that mimics the historical natural change in variation creating a landscape that is more resilient to natural disturbances, provides productive wildlife habitat, and reduces the establishment of invasive species.

1.02 Project Location

One of the first steps in preparing a vegetation management project is identifying the project or site location. Project location will dictate which jurisdictional authority it falls under and what permitting, if any, is required. For example, vegetation management projects involving tree removal or burning requires a “Notification of Operation Permit” through Oregon Department of Forestry (ODF). Below are specific items that may be required or beneficial to provide to regulatory agencies or contractors when identifying project location are:

- Legal description: township, range and section. Section(s) will need to be broken down into 1/16th when applying for a “Notification of Operation Permit” for ODF.
- Identify whether the project lies within the City of Bend (Urban Growth Boundary) or Deschutes County.
- Identify cross streets and/or site address.
- Identify when a project falls within a Riparian Management Area (RMA) or Waterway Overlay Zone (WOZ).
- A map showing the exact location of a project is beneficial to include in the project file.

1.03 Jurisdictional Authority

Depending on where the vegetation project is located and the proposed management activities will determine who has jurisdictional authorities. Once jurisdictional authority is established, then appropriate regulatory guidelines are defined. There are three levels of government and jurisdictional departments that have authority over BPRD vegetation management projects:

- City of Bend (Department: *Community Development*)
- Deschutes County (Departments: *Administration and Roads*)
- State of Oregon (Departments: *Oregon Department of Forestry and Oregon Department of Fish and Wildlife*)

BPRD Natural Resource Manager works closely with all three levels of government and the appropriate departments to ensure vegetation projects meet all required regulations.

1.04 Physical Site and Environmental Setting

The physical site and environmental setting has a large influence on how vegetation should be managed on BPRD properties. It is critical and, in some situations, required to include physical site and environmental setting information in a vegetation management plan or vegetation project's scope of work. Physical and environmental factors include climate, physiography, hydrology, geology, soils, plant communities, fire hazard, and fuel loading.

1.04.1 Data Collection

A formal survey of a site's physical and environmental attributes is required when developing a vegetation management plan. Survey data clearly define the sites existing conditions and is essential in selecting appropriate vegetation management activities. It is critical to define and achieve the sites desirable future conditions. When conducting vegetation surveys, data collection should include at a minimum tree data, understory vegetation species and composition, fuel loading and site physiography. Past surveys of BPRD properties have been implemented by professional consultants, college interns, or high school science students.

1.04.2 Climate

Plant species composition and abundance is strongly correlated to the combination of moisture and temperature. Therefore, having knowledge about local climate is important when planning vegetation management plans or projects.

Climate in Central Oregon, including Bend, is significantly influenced by the Cascade Mountain Range. The Cascade Mountains act as a barrier essentially blocking the marine air masses that develop off the Pacific Ocean. As marine air mass rise over the Cascades and mixes with the continental air mass from the east, most of the moisture is released. The farther east the air mass travels, the drier it becomes. Eastside of Oregon Cascade Mountains has one of the steepest moisture gradients in the world (Simpson 2007). The Cascade Mountains receive 100+” precipitation annually while Bend only receives an average of 12” annually. Precipitation comes mostly in the form of snow during the winter and spring months. Bend averages 33.8” of snow annually (*Western Regional Climate Center*).

Temperatures range from 21 to 82 degrees Fahrenheit (F) with the average annual temperature being 46 degrees F. The annual growing period is 70-95 days of frost-free days (*Western Regional Climate Center*).

Climate change will increasingly influence vegetation management practices. Research has shown that past vegetation management practices have contributed to global warming, especially in the western United States (*Northern Rocky Mountain Science Center (NOROCK)*). Global warming and the direction of climate change is likely to increase air and water temperatures, increase the risk of catastrophic fire, change the timing and quantity of water from snowpack, increase winter flooding in some areas, and provide habitat conditions that favor introduced species (NOROCK). Relative to vegetation management, climate change is affecting insect and disease populations, vegetation distribution, fire frequency and intensity, and invasive plant infestations.

1.04.3 Physiography

Physiography describes where a project lies geographically within a landscape. Physiography descriptions include; *slope, aspect, elevation, and any significant geological features such as steep ridges, rock outcroppings or drainages.*

1.04.4 Hydrology

Hydrological resources found in or adjacent to BPRD parks include; rivers, streams; ponds, wetlands, and irrigation ditches. Project location and management activities will predict which regulations need to be adopted to protect hydrological resources.

- Regulations for the City of Bend refer to the WOZ at [Chapter 2.7 SPECIAL PLANNED DISTRICTS](#). **WOZ is described under section 2.7.600.**
- Regulations for State of Oregon refer to Oregon Forest Practice Rules and Statutes at [Oregon Department of Forestry - Forest Practices Act](#). **Water protection rules are defined under “Division 640”**
- Contact the appropriate Irrigation District when planning a vegetation management project.

1.04.5 Geology and Soils

Geography, physiography and some aspects of soil are interrelated and all have major influences on what vegetation type a site will support. The District falls under the “High Lava Plains” a physiography province as defined in *Natural Vegetation of Oregon and Washington* by Franklin and Dyrness, 1973. The High Lava Plains Province is characterized by young lava flows of moderate relief interrupted by scattered cinder cones and lava buttes (*Franklin and Dyrness 1973*). Evidences of extensive volcanic activity during Pleistocene and more recent are abundant throughout the province. Large areas of Pleistocene lava flows are notable features in the vicinity of Bend. Volcanic pumice formations resulting from both the Pauline Peak shield volcano and Mt. Mazama eruptions are evident throughout the District.

Soils of High Lava Plains Province are largely mantled with Camborthids, Haplargids, and Durargids (Franklin and Dyrness 1973). The most common soil found around the District is regosolic. Regosolic soils developed from pumice deposits which were created from the

region's extensive volcanic activity. These soils have high porosity and very little organic matter. Regosolic soils are slightly acidic which supports open coniferous vegetation.

1.04.6 Plant Communities

Plant community typing or habitat typing is an approach in assessing the productivity of a forest stand by determining the structure and composition that would characterize it in a climax state. Plant community types are a classification of non-forest and forest land in which vegetation, climate, geography, and disturbance factors are taken in account (Pfister 1977). Although timber production is not an objective for the District on any of its property, using plant community types to classify vegetation stands will help determine appropriate species composition structure and densities, and both live and dead fuel loading. This information will help to manage the District forested and non-forested stands within their historical range of variation.

BPRD have two dominate plant community types as defined in "Plant Communities of the Central Oregon Pumice Zone"; Juniper/bitterbrush/bunchgrass and ponderosa pine/bitterbrush/Idaho Fescue (Volland 1976). Below each plant community type is described in more detail.

- **Juniper (*Juniperus occidentalis*)/bitterbrush (*Purshia tridentata*)/bunchgrass (non-forest community type).** Juniper/Bitterbrush/Bunchgrass community is usually found growing in very stony, shallow and xeric soils. This plant community type can be found in all exposures but is most typically on southerly aspects, slopes range from 1-30% and elevation range of 3000-4300'. Western juniper dominates the overstory cover. Antelope bitterbrush is the dominate shrub species but depending on site conditions green rabbitbrush (*Chrysothamnus viscidiflorus*) and big sagebrush (*Artemisia tridentata*) maybe present. Bunchgrasses include Idaho fescue (*Festuca idahoensis*), bluebunch wheatgrass (*Pseudoroegneria spicata*), Thurber needlegrass (*Achnatherum thurberianum*), and Sandberg bluegrass (*Poa secunda*). Cheatgrass (*Bromus tectorum*) is an invasive species commonly found on these sites. If cheatgrass is left un-treated it can out compete native bunchgrasses and dominate the understory.
- **Ponderosa pine (*Pinus ponderosa*)/bitterbrush/Idaho fescue (PIPO/PUTR/FEID) (forest community type).** PIPO/PUTR/FEID community is found on the driest sites after western juniper communities. This plant community type can be found on all exposures, slopes range from 6-30% and elevation range of 2550-5600'. Ponderosa pine is the dominate tree species but depending on site conditions lodgepole pine (*Pinus contorta*), and western juniper may be present. The shrub layer is dominated by bitterbrush and big sagebrush. With disturbance green and gray rabbitbrush will

increase. Idaho fescue typically supplies the majority of herbaceous cover. Other herbaceous species present are Ross sedge (*Carx rossii*), western needlegrass (*Stipa occidentalis*), squirreltail (*Sitanion hystrix*), and strawberry (*Fragaria virginiana*).

The majority of the riparian vegetation the district manages falls along the Deschutes River.

- **Ponderosa pine/Douglas spiraea (*Spirea douglasii*) is the dominate plant community type.** Due to the proximity to water this plant community type is found on moister sites. This plant community can be found on all exposures, slopes range from 1-18%, and elevation range of 2626-5280'. Overstory tree layer is dominated by mixtures of ponderosa pine, lodgepole pine, and aspen (*Populus tremuloides*). Douglas spiraea is always present but may be joined by red alder (*Alnus rubra*), honeysuckle (*Lonicera involucrata*), prickly current (*Ribes lacustre*), and Lemmon's willow (*Salix lemmonii*). Herbaceous layer consists of blue wildrye (*Elymus glaucus*), bluejoint reedgrass (*Calamagrostis canadensis*), strawberry (*Fragaria virginiana*) and starry false solomon's seal (*Smilacina stellate*).

For a list of all BPRD properties comprised of an acre or more native forested and non-forested community types refer to [Natural area acres](#).

1.04.7 Fire and Fuels

Historically, fire played a significant role in managing vegetation across Bend's landscape. In the past, the District's two dominate plant communities experienced high frequency, low intensity fires. For example, PIPO/PUTR/FEID community experienced fire intervals of 5-25 years with an average of 7 years (*Simpson 2007*). Juniper/Bitterbrush/Bunchgrass experienced fires every 10-50 years. These frequent fire intervals were critical for maintaining a healthy ecosystem. The fires favored more fire dependent and resilient plant species; they improved soil nutrients and wildlife forage and maintained low fuel loads decreasing large stand replacing fires.

The exclusion of wildfire for over 100 years has created unnatural conditions in the plant communities threatening these communities with catastrophic stand replacing fires. Fire is a tool that District land managers can use to restore and maintain native plant communities. When it is appropriate, fire can be reintroduced back to the landscape either through pile or broadcast burning. In areas that fires are restricted, other management actions such as brush removal and chipping will be required to manage understory fuel loading. One or more fuel treatments may have to be conducted to obtain the desired conditions. And over time, treatments will have to be repeated on a regular interval mimicking past fire intervals in effort to maintain overall forest and ecological health.

Prescribed fire was returned to Shevlin Park in 2017 with a 49 acre burn (Unit 10). This was followed by 95 acres in units 6a and 5 in 2018. Additional burns are planned for the coming years.

To determine wildfire hazard at a site, one must assess current live and dead fuel loads. If live and dead fuel loads are in excess of historical desired levels, then management actions will need to be taken. The most effective way to measure fuel loading is by surveying all fuels present on site. A survey creates a site fuel profile which can be modeled to predict fire behavior such as ignition, rate of spread, intensity and general fire behavior. Live fuels include any living plant material. Dead fuels or down woody material include duff levels, the different down wood size classes and log decay class. The different down wood size classes are -1hr, 10hr, 100hr, and 1000hr- which refer to the amount of time needed for the moisture level in the wood to react to the surrounding environment. Refer to Brown's Protocols for more specific fuel loading survey protocol.

For current fire hazard and fuel information, refer to ODF or Deschutes National Forest websites. ODF conducts fuel moisture sampling throughout the fire season. They post and update results on the ODF website.

1.04.8 Insects and Diseases

Insects and diseases (I & D) are important features of any ecological system. I & D can have negative impacts by creating tree hazards in recreation areas, reducing visual quality, and affecting wildlife use, fire hazard or watershed quality. However, at the same time native I & D are very important to ecosystem function by maintaining balance and diversity in a healthy forest. Understanding the roles and impacts of pathogens and insects is an important factor in vegetation management. Identification of I & D is the first step in pest management.

Native tree insects and diseases common to Central Oregon are;

- Bark beetles (mountain pine beetle (*Dendroctonus ponderosae*), western pine beetle (*D. brevicomis*)) and ips (*Ips spp.*)
- Sequoia pitch moth (*synanthedon sequoia*)
- Mistletoe (juniper (*Phoradendron juniperinum*) and dwarf (Douglas-fir (*Arceuthobium douglasii*) and larch (*Arceuthobium laricis*))
- Western gull rust (*Endocronartium harknessii*)
- Annosus root disease (*Heterobasidion annosum*)
- Armillaria root disease (*Armillaria ostoyae*)

There are non-native I & D that have been introduced to Central Oregon. These I & D are found more often in the urban developed parks rather than native forest parks. Non-native insects

and pathogens usually infest or infect non-native plant species therefore they usually do reach epidemic levels. Often if the non-native tree or plant species is removed, the I or D issue disappears. If a non-native I or D is a generalist and can successfully infest or infect native trees or plants, then immediate management actions need to be taken.

1.04.9 Succession/Regeneration

Succession is the term applied to a change or sequence of vegetation on a given site through time following disturbance (*Guell and others 1982*). For example, a plant community following a mixed severity wildfire may be (1) grass-forbs, (2) shrubfield, (3) samplings and shrubs, (4) pole-size trees, (5) mature forest, and (6) old-growth forest. Succession also applies to the sequence of species that dominate a general plant community type. For example, a forest stand may initially be dominated by ponderosa pine (a shade intolerant species) which provides conditions for Douglas fir (intermediate in shade tolerance), and finally climax to grand fir (a shade tolerant species) with increased time between disturbances. Land managers need to understand and predict succession since vegetation change greatly affects management for wildlife, fire and fuels, watershed, and recreational values. Every vegetation management activity will affect succession, including no activities.

Vegetation regeneration focuses on renewal or restoration of site vegetation after a disturbance. There are two options for regenerating a site, natural and artificial. Natural regeneration relies on the existing sites vegetation for restoration. Artificial regeneration uses trees and plants grown at a nursery and transplants them or through seeding a site. There are several factors that should be evaluated when determining which regeneration option is optimal. Once the appropriate regeneration option is implemented, site monitoring will need to occur to ensure desired vegetation is establishing and thriving.

2.0 VEGETATION MANAGEMENT PLAN/PRESCRIPTION

Often vegetation management has been limited to periodic hazard tree removal or fire fuels reduction. Important as these are, without an organized succession plan, addressing overall forest health sites will degrade and become less functional and attractive. Therefore, the vegetation management plan must be forward looking and comprehensive. The plan needs to address immediate and long-term management activities while taking in consideration the sites physical and environmental setting, growing conditions, succession, possibilities for large scale disturbances, adjacent land and the expectations and demands placed on the vegetation by people and wildlife.

Vegetation management plans identify and evaluate current site conditions to determine if they are in a desirable state. If current conditions are outside the desired range of variability then the plan will identify the desired future condition and prescribe management activities

necessary to get there. Vegetation prescriptions may address management activities on an entire property or a subset unit of a larger property. Identified in a vegetation prescription are the site's current condition, desired future condition, immediate and long-term management activities, possible resource impacts, mitigations and monitoring. Resources addressed in a vegetation prescription are;

- Vegetation current and desired conditions
- Reforestation or re-vegetation requirements
- Live and dead fuel loads
- Wildlife and fisheries habitat maintenance and mitigations
- Historical and cultural resource preservation
- Recreation opportunities, impacts and mitigations
- Increasing soil productivity
- Invasive and noxious weed management.

3.0 WEED MANAGEMENT

Effective weed management provides a variety of ecological, economic and social benefits to the District. For Park Service staff, weed management comprises a large component of the vegetation management program. The first step is determining what a weed is and knowing the different classifications. A **weed** is any plant that is growing in an undesirable location. Other terminology used for weeds are non-native and invasive species. *Non-native species* are simply plants alien to the area. *Invasive species* display aggressive growth that out compete and displace desirable plants. **Noxious weed** is any weed designated by the Deschutes County Board of County Commissioners ("Board") that is injurious to public health, agriculture, range, recreation, wildlife, or any public or private property; any weed that impacts and displaces desirable vegetation, such as Threatened and Endangered Plant Species, wildlife habitat, and livestock (*Deschutes County Board of Commission 2014*). BPRD has legal obligation under both Oregon Department of Agriculture and Deschutes County to manage noxious weeds. For the current list of noxious weeds in Deschutes County refer to the [Deschutes County Noxious Weed List](#).

Besides a legal obligation, BPRD has numerous reasons for conducting weed management such as maintaining landscape diversity across vegetation communities, healthy fish and wildlife habitat, open space for recreation, good neighbor relations with adjacent landowners, and aesthetics. An effective weed management program requires a detailed weed management plan. BPRD is currently in the process of developing a management plan that is focused around integrated vegetation management (IVM). IVM is defined as "the practice of promoting desirable, stable, plant communities—that will resist invasive species—through the use of

appropriate, environmentally sound, and cost-effective control methods” (Environmental Protection Agency 2014). IVM follows best management practices (BMP’s) and is a holistic way to manage weeds. IVM is a subset of Integrated Pest Management (IPM). Refer to the Districts IPM document for more information about that entire program.

IVM is a coordinated process that uses the most appropriate vegetation management methods and strategy, along with monitoring and evaluation systems to achieve the District weed management goals and objectives. The IVM process includes the following principles:

- Prevention
- Species identification and ecology
- Inventory and monitor infestations
- Selecting appropriate control method(s) and timing
- Evaluation

3.01 Prevention

Prevention is the most important principle in weed management. In preventing weed establishment and infestations, one must first consider the underlying causes and take appropriate actions to counter them. Factors that cause weed establishment such as land use practices, dispersal, and disturbance need to be adequately addressed otherwise weeds will persist no matter the control practices. Practices adopted by BPRD to prevent weed establishment are:

- BPRD and contractor’s equipment needs to be cleaned before and after working on any construction and maintenance project site to avoid transporting plant material.
- Minimize ground disturbance when implementing construction or maintenance projects.
- If available and financially feasible, use certified weed free material (i.e. soil, gravel, seed, and mulch).
- Re-vegetate disturbed sites as soon as possible.
- Use native species when re-vegetating or seeding a site.
- Commit to high species diversity to eliminate monocultures and reduce insect and disease problems.
- Educate BPRD staff and park users about noxious weed species and their dispersal methods.

3.02 Species Identification

Knowing which species are on the Deschutes County noxious weed list and how to identify them is essential. Understanding weed species ecology, in particular their modes of reproduction, is helpful when considering control methods. There is a plethora of resources

available to assist with species identification and ecology. Below is a list of resources pertinent to Central Oregon:

- Weed ID Text or Guides:
 - Weeds of California and other western states (*DiTomaso and Healy*)
 - Weeds of the West (*T. Whitson ed.*)
 - Institute of Applied Ecology Field Guides: *Field Guide to Weeds of Eastern Oregon*
 - Western US Invasive Plant EDRR Weed ID Guide
 - Electronic Keys- *Oregon Flowers and EDDMaps West*
- Weed Control Agencies:
 - Deschutes County Weed Control District- <http://www.deschutes.org/Road/Noxious-Weed-Program/Noxious-Weed-Control.aspx>
 - Oregon State University (OSU) Extension Office Deschutes County- <http://extension.oregonstate.edu/deschutes/>
 - Deschutes Soil and Water Conservation District- <http://www.deschuteswcd.com/on-farm-help/noxious-weeds>
 - Oregon Department of Agriculture- <http://www.oregon.gov/oda/programs/Weeds/OregonNoxiousWeeds/Pages/AboutOregonWeeds.aspx>

3.03 Inventory and Monitor Infestations

BPRD is fragmented with over 2500 acres of parks and 80 miles of trails which makes it challenging at times to find new weed infestations. To make the process easier, maintenance staff has broken the District into high priority treatment areas to focus their efforts. These areas include:

- High priority “A” rated weed species areas
- Weeds close to vector pathways (along trails and waterways and dog parks)
- Areas of special interest (cultural sites, wetlands and riparian areas and threatened and endangered species habitat)
- Small isolated patches
- Highly or frequently disturbed sites

First priority areas are at high risk of weed establishment and infestation because they are vectors of dispersal. These high-risk areas are along trails and waterways, dog parks and any highly disturbed sites. The second priority areas are of special interest that weed establishment can have serious cultural or ecological impacts. These areas include designated culturally sensitive sites, wetlands and riparian areas, and threatened and endangered (T & E) species habitat.

When new infestations are identified they are documented with District mapping system. MapItFast software is currently used to document weeds. Weed infestation monitoring protocols will be established in the weed management plan. Current weed monitoring protocols include:

- Delineate the boundary of the weed infestation and work to contain it within that boundary.
- Treat and eradicate outlier or isolated patches first before treating heavy infestations.
- Control weeds within high vector pathways (trails, waterways, and dog parks) to minimize weed dispersal.
- Treat critical areas and areas difficult to access.

3.04 Control Methods

The county has a control rating system which breaks weed species into three classifications, “A, B, and C”. An “A” listed weed species has the highest control priority as designated by the Deschutes Weed Board as a target weed species on which the Weed Control District will comply with a state-wide management plan and/or implement a county wide plan for intensive control and monitoring (*Deschutes County Board of Commission 2014*). The District has adopted IVM control practices which provide the most efficient and effective results in controlling weeds. This is because IVM utilizes one or more control methods to eradicate weed infestations. These control methods include manual and mechanical, cultural techniques, biological and chemical.

- *Manual and mechanical*- manual control is hand pulling while mechanical includes cutting or mowing weeds.
- *Cultural techniques*-includes tilling, burning, mulching or solarization.
- *Biological*-includes livestock grazing and classic bio-controls. For a list of approved biological controls in Oregon refer to <http://www.oregon.gov/ODA/programs/Weeds/Pages/BiologicalControl.aspx> Three species of biocontrol weevils have been released; including knapweed root weevils, knapweed flower weevils and toadflax weevils.
- *Chemical*-herbicides
 - A pesticide applicator license is required to use herbicides for the District. ODA oversees pesticide applicator licensing, for more information refer to <http://www.oregon.gov/ODA/programs/Pesticides/Pages/default.aspx>
 - When applying a pesticide follow the chemical label to ensure proper chemical usage. Refer to the chemical material safety data sheet (MSDS) for chemical use safety protocols and required personal protection equipment (PPE).

ODA requires licensed pesticide applicators to maintain detailed records of each time they apply pesticides. The District also employs contractors to conduct herbicide treatments in parks and along trails. Records are also maintained for contractor's herbicide treatments.

3.05 Evaluation

A successful plan identifies District's management goals and sets realistic, measurable objectives and evaluates if they are being met. Goals should describe the desired results and include all aspects of management such as social values, financial resources, and site conditions. Objectives should link goals with management actions; they should be specific and measurable. With limited resources such as time, staff, budget and site conditions, prioritizing treatment areas is the most effective way to manage weeds. Sites with the highest priority are treated first. Treatment is regularly evaluated to ensure objectives are being met. If objectives are not being met, strategies can be modified, otherwise treatment can continue.

4.0 NATURAL AREAS LEVEL OF CARE

With thousands of acres of natural areas across the District each park or site cannot receive the same level of care in vegetation maintenance. Vegetation maintenance is broken into three levels with level one being the highest standard. The most significant factor in determining level of care is park use. Table 1 defines the three levels of care.

Table 1: BPRD Natural Areas Level of Care:	
Level	Description
I	<p>Are sites that receive the highest use therefore requires higher vegetation maintenance standards for safety, ecological, and aesthetics purposes.</p> <ul style="list-style-type: none"> • Weed Abatement- invasive/noxious weed infestations are treated immediately since the risk of dispersal is high. • Fuels Reduction/Burning- projects are implemented on a regular schedule to reduce the wildfire hazard for District property and high valued adjacent land. • Tree Thinning- projects are as needed to maintain stand health. • Tree Maintenance- hazard trees are tended to immediately to alleviate safety concerns. Other tree maintenance is scheduled as needed. • Re-vegetation/Restoration-projects are implemented as soon as possible after a major disturbance to minimize ecological and aesthetic impacts.
II	<p>Are sites that receive lower use then Level I therefore vegetation maintenance standards are slightly reduced or altered.</p>

	<ul style="list-style-type: none"> • Weed Abatement- noxious weed infestations are treated immediately. Treatment schedule of invasive weed infestations are dependent on species and size of infestation. • Fuels Reduction/Burning- schedule varies depending on adjacent landowners, natural resources and vegetation type. • Tree Thinning- projects are as needed to maintain stand health. • Tree Maintenance- hazard trees are tended to immediately to alleviate safety concerns. Other tree maintenance is scheduled as needed. • Re-vegetation/Restoration-projects are implemented as soon as possible after a major disturbance to minimize ecological and aesthetic impacts.
III	<p>Are sites that receive very little to no use therefore vegetation maintenance standards are significantly reduced or altered.</p> <ul style="list-style-type: none"> • Weed Abatement- noxious weed infestations are treated immediately. Treatment schedule of invasive weed infestations are dependent on species and the size of infestation. • Fuels Reduction/Burning- schedule varies depending on adjacent landowners, natural resources and vegetation type. • Tree Thinning- projects are as needed to maintain stand health. • Tree Maintenance- hazard trees are tended to immediately to reduce safety hazards. Other tree maintenance is scheduled as needed. • Re-vegetation/Restoration-projects are prioritized according to adjacent landowners, risk weed infestation, and ecological impacts.

The majority of vegetation maintenance activities are implemented at least once but usually multiple times annually. Table 2 provides a general seasonal guideline to Parks Services' staff trail maintenance and operations schedule.

Table 2: Vegetation Maintenance and Operations Schedule:	
<i>Maintenance or Operations Activity</i>	<i>Timeline</i>
Weed Abatement	Fall (pre-emergent herbicide treatments) Spring-Summer (emergent herbicide, mowing, or manual treatments)
Fuels Reduction	Fall-Early Summer
Slash Pile Burning	Fall-Early Spring
Tree Thinning	Fall-Early Summer
Tree Maintenance	Fall-Early Summer
Re-vegetation/Restoration	Spring –Early Fall

5.0 REFERENCES

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May 3, 2023

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

Deb Schoen
Nathan Hovekamp
Jodie Barram
Donna Owen
Zavier Borja

Don Horton, Executive Director (virtual)
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
Mike Duarte, Park Services Manager
Trip Freeman, Landscape Crew Supervisor

VISITORS

WORK SESSION

- Mr. Duarte reviewed the district irrigation information. He said 195 of 3,055 district owned acres are irrigated turf and landscape, 65 have automatic irrigation systems, 60 use smart controllers. He reviewed the water sources, rights and well sites. He explained that water use is monitored monthly through an Energy Cap software program.

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and some parks have been renovated and equipped with weather stations. They are easy to use and requires little staff time to train. Controllers calculate how much time the water needs to run in each park and added that parks throughout town have different needs due to the microclimates.

Mr. Duarte reviewed community parks use of water and how it varies from year to year. He said future goals include: staying current with technology, Energy Cap tracking software (more advanced), identifying opportunities to increase irrigation efficiency, employee training, and to continue a relationship with city of Bend's water conservation department.

2. Food and Beverage Operations – *Matt Mercer*

Mr. Mercer said the district has had food and beverage operations for several years. They are small in scale and not very profitable. He said the timing is right to develop the food and beverage program, with the goal to enhance the experience of the patrons with healthy food and snacks.

Mr. Mercer said he believes that food and beverage sales should generate revenue and the profits will be used for more scholarships. He added that there is contemplation of offering some services in parks.

The board offered comments about offering healthy options, options for dietary restrictions and sustainable packaging.

Mr. Mercer said the first year to launch operations will cost the district about \$70,000. The budget reflects a cost of \$460,000 the first year with a prediction of \$390,000 of revenue earned. The costs will include staff, equipment and startup expenses.

CONSENT AGENDA

1. Minutes: 04/04/2023

Director Hovekamp made a motion to approve the consent agenda. Director Borja seconded. The motion was approved unanimously, 5-0.

BUSINESS SESSION

1. Adopt Resolution No. 2023-03 – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2023 – *Kristin Donald*

Ms. Donald explained the background for the System Development Charges (SDC) fee schedule adjustment. She said the fee is adjusted annually based on the cost of land and construction. This year the SDC fee increase is recommended at 11.44%.

Director Hovekamp made a motion to adopt Resolution No. 2023-03, Adopting a Fee Schedule for System Development Charges effective July 1, 2023. Director Borja seconded. The motion was approved unanimously, 5-0

2. Approve Resolution No. 2023-04 Adopting Fund Balance Policy – *Kristin Donald*

Ms. Donald gave a background on the fund balance reserve fund. She explained that it is critical for district financial stability and flexibility. It reserves aid to allow for response to unexpected expenses and is a factor for bond ratings.

Ms. Donald explained that Government Finance Officers Association (GFOA) best practices recommends a risk analysis and at a minimum that general purpose governments maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. Then based on the following risk factors the following can be determined:

- Appropriate level
- The predictability of its revenues and the volatility of its expenditures
- The potential drain upon general fund resources from other funds
- The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds
- Commitments and assignments

GFOA best practices recommend policy use and replenishment:

- Define the time period within which and contingencies for which fund balances will be used;
- Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
- Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished

Ms. Donald recommended that the board adopt this resolution establishing a fund balance and reserve policy that allows for the risk analysis to be done each budget year, to determine the fund balance reserve needed for the annual minimum and any needed additional fund reserves.

Director Borja made a motion to adopt Resolution No. 2023-04, Adopting a fund balance and reserve policy effective July 1, 2023. Director Barram seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton asked Director Hovekamp to report on the fish passage committee. Director Hovekamp shared information on the designs under consideration and reported that last week the final recommendation is the natural look fish passage. He said the next steps include a joint meeting with the district board and city council and exploring funding options.

Executive Director Horton reported that at the Riverbend dog park, a large rock became dislodged and injured a patron and his dog. Staff evaluated the site this morning and is bringing in additional rocks to help stabilize the area to prevent further issues. The injured person may file an insurance

claim requesting district responsibility. The area will be closed for the rock work that will begin tomorrow.

He reminded the board that the budget committee will meet May 23rd, a second meeting is scheduled in case a second day is needed on the 25th.

The city is creating a tree preservation committee to discuss the tree ordinance. The district has been asked to participate and he invited board input.

Sunday was the anniversary of the death of Ben Murphy at the surf wave. The wave shapers flattened the wave in his honor Sunday morning and many surfers came to pay their respects. A plaque has been installed on the island in Ben's honor.

PROJECT REPORT

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

- Director Owens said she attended the Riverbend Project celebration and congratulated staff and partners on the successful completion of the project.

ADJOURN 7:32 pm

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

Prepared by,

Sheila Reed
Executive Assistant

Deb Schoen, Chair

Nathan Hovekamp, Vice-Chair

Donna Owens

Zavier Borja

Jodie Barram

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 6, 2023
SUBJECT:	Resolution 2022-05 Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2024-2028
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Kristin Donald, Administrative Services Director Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	The board last adopted the Capital Improvement Plan on June 7, 2022
ACTION PROPOSED:	Adopt Resolution No. 2023-05, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2024-2028
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 district's Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed district capital expenditures and revenue sources for a period of five years into the future. The board of directors revises and adopts the district's five-year CIP during the annual budget process. The CIP summary for fiscal years ending 2024-2028, attached to Resolution No. 2023-05 as Exhibit A, was presented to the budget committee on May 23, 2023.

BUDGETARY IMPACT

The 2024-2028 Capital Improvement Plan totals \$63,878,677 in planned capital expenditures. \$38,330,850 (60%) is funded with System Development Charge revenues, \$21,702,164 (34%) is funded with property tax revenues, and \$3,845,663 (6%) is funded with alternative funding.

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 2023-05 adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2024-2028.

MOTION

I make a motion to adopt Resolution No. 2023-05, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2024-2028.

ATTACHMENTS

1. Resolution No. 2023-05 Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2024-2028
2. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2024-2028

BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2023-05

**A RESOLUTION ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEARS ENDING 2024-2028**

WHEREAS, pursuant to ORS 223, the Bend Park and Recreation District adopted a Capital Improvement Plan ("CIP") on June 7, 2022 with BPRD Resolution No. 2022-03, and

WHEREAS, the board has re-examined the park and facility needs for the district and finds that the projects identified on the attached Exhibit A: Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2024-2028 are in the public interest and necessary to serve park, recreation, facility and trail needs of the district; and

WHEREAS, the board has adopted Ordinance No. 12 and Resolution No. 421, A Methodology for Calculating Systems Development Charges, indicating the intention to adopt this resolution.

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

1. The Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2024-2028, attached hereto as Exhibit A, is hereby adopted.
2. The CIP includes those projects that are needed to serve the park, recreation facility and trail needs of district residents in fiscal years ending June 30, 2024-2028 including future need related to residential growth and development as specified in Ordinance No. 12 and Resolution No. 421, and pursuant to ORS 223.
3. The CIP identifies both those projects and portions of projects eligible to be funded using System Development Charge ("SDC") revenue as well as those projects funded by other revenue sources. Those expenditures from the SDC Improvement Fee fund and the SDC Reimbursement Fee fund shall be accounted for separately in accordance with statutory requirements for the use of SDC revenues.

ADOPTED by the Board of Directors of the district on this 6th day of June 2023.

Deb Schoen, Board Chair

Attest:

Don P. Horton, Executive Director

Bend Park and Recreation District
Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2024-2028

							FY2024-28 Funding Allocation by Source									
Project Type	Project Number	Page Number	Project Map	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	Property Tax Revenue	SDC	Alternative	Alt. Type	Total FY 24-28	FY 23-24 Total	FY 24-25 Total	FY 25-26 Total	FY 26-27 Total	FY 27-28 Total
Community Parks																
Pine Nursery Park Ph. 4 (Pending Partnership)	013	19	1	Order of Magnitude	78,504	28,504	-	50,000	-		50,000	-	-	50,000	-	-
Pine Nursery Park Ph. 5	014	20	2	Design Development	5,000,000	100,000	-	4,900,000	-		4,900,000	2,600,000	2,300,000	-	-	-
Big Sky Park Expansion	080	21	3	Award/Bid	4,922,250	3,757,829	100,000	714,421	350,000	1	1,164,421	200,000	-	964,421	-	-
Land Acquisition	102	22	N/A	Order of Magnitude	4,250,000		4,250,000	-	-		4,250,000	4,250,000	-	-	-	-
Total Community Parks					14,250,754	3,886,333	4,350,000	5,664,421	350,000		10,364,421	7,050,000	2,300,000	1,014,421	-	-
Neighborhood Parks																
Land Acquisitions	017	23	N/A	Order of Magnitude	5,746,959	-	-	5,746,959	-		5,746,959	3,500,000	1,090,280	-	1,156,679	-
Neighborhood Parks Design & Development	019	24	N/A	Order of Magnitude	3,020,229	-	-	3,020,229	-		3,020,229	-	-	1,465,489	-	1,554,740
Little Fawn Park	155	25	4	Design Development	2,610,559	1,000,000	-	1,610,559	-		1,610,559	1,610,559	-	-	-	-
Park Search Area 5 (Talline)	189	26	5	Order of Magnitude	1,517,500	-	-	1,517,500	-		1,517,500	-	-	-	250,000	1,267,500
Park Search Area 9 (Shevlin West)	173	27	6	Order of Magnitude	1,667,510	164,442	-	1,503,068	-		1,503,068	200,000	1,303,068	-	-	-
Park Search Area 11 (Discovery West Park/TH)	156	28	7	Order of Magnitude	2,673,050	70,000	-	2,603,050	-		2,603,050	65,000	-	966,300	1,571,750	-
Park Search Area 14 (Bear Creek)	161	29	8	Order of Magnitude	2,176,400	-	-	2,176,400	-		2,176,400	-	-	-	1,000,000	1,176,400
Park Search Area 24 (Stevens Ranch)	192	30	9	Order of Magnitude	1,684,178	-	-	1,684,178	-		1,684,178	-	-	300,000	1,384,178	-
Park Search Area 27 (Constellation Crest)	190	31	10	Order of Magnitude	3,692,700	-	-	3,692,700	-		3,692,700	1,745,500	1,947,200	-	-	-
Park Search Area 28 (SE Area Plan)	193	32	11	Order of Magnitude	2,412,763	-	-	2,412,763	-		2,412,763	-	2,412,763	-	-	-
Total Neighborhood Parks					27,201,848	1,234,442	-	25,967,406	-		25,967,406	7,121,059	6,753,311	2,731,789	5,362,607	3,998,640
Trails																
Galveston to Millers Landing	033	33	12	Order of Magnitude	800,000	96,396	-	703,604	-		703,604	703,604	-	-	-	-
Riley Ranch Nature Reserve Bridge	082	34	13	Design Development	1,200,000	-	-	1,200,000	-		1,200,000	-	-	1,200,000	-	-
Putnam to Riley Ranch	036	35	14	Order of Magnitude	155,000	440	-	154,560	-		154,560	-	154,560	-	-	-
Kirkaldy to Putnam	037	36	15	Order of Magnitude	63,100	3,662	-	59,438	-		59,438	-	42,203	17,235	-	-
Deschutes River Trail North Trailhead	083	37	16	Order of Magnitude	320,000	-	-	320,000	-		320,000	-	20,000	300,000	-	-
Miscellaneous Trails	041	38	N/A	Order of Magnitude	750,000	-	-	750,000	-		750,000	200,000	150,000	150,000	150,000	100,000
North Unit Irrigation Canal Trail (NUID)	176	39	17	Conceptual Design	512,207	135,961	-	376,246	-		376,246	76,246	300,000	-	-	-
COHCT Blakley To Hansen Park	TBD	40	18	Order of Magnitude	425,175	-	-	425,175	-		425,175	150,000	-	54,640	220,535	-
Total Trails					4,225,482	236,459	-	3,989,023	-		3,989,023	1,129,850	666,763	1,721,875	370,535	100,000
Community Wide																
Drake Park DRT Trail & Bank Improvements	065	41	19	Award/Bid	9,627,231	9,227,231	58,500	310,000	31,500	1	400,000	400,000	-	-	-	-
River Access McKay, Millers, & Columbia Project	188	42	20	Order of Magnitude	933,295	176,127	117,168	-	640,000	1,5	757,168	757,168	-	-	-	-
River Access Riverbend Park	195	43	21	Order of Magnitude	775,000	50,000	-	-	725,000	1,5	725,000	-	-	200,000	525,000	-
Art Station	TBD	44	N/A	Order of Magnitude	2,500,000	-	-	1,800,000	700,000	4	2,500,000	500,000	2,000,000	-	-	-
Total Community Wide					13,835,526	9,453,358	175,668	2,110,000	2,096,500		4,382,168	1,657,168	2,000,000	200,000	525,000	-
Asset Management Projects																
Accessibility Improvements	052	45	N/A	Order of Magnitude	575,000	-	575,000	-	-		575,000	100,000	100,000	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	071	46	N/A	Order of Magnitude	1,190,000	-	1,190,000	-	-		1,190,000	300,000	180,000	250,000	250,000	210,000
Park Services Complex	054	47	22	Order of Magnitude	9,150,000	22,980	9,127,020	-	-		9,127,020	100,000	-	7,975,020	1,052,000	-
Skyline Field Renovations + Parking Lot Lights	056	48	23	Order of Magnitude	625,000	309,135	315,865	-	-		315,865	-	315,865	-	-	-
Sawyer Park	158	49	24	Design Development	2,902,574	289,800	1,313,611	-	1,299,163	1	2,612,774	1,500,000	1,112,774	-	-	-
Hollinshead Park ADA & Preferred Design	159	50	25	Order of Magnitude	1,000,000	-	650,000	250,000	100,000	4	1,000,000	900,000	100,000	-	-	-
Ponderosa Park (North)	163	51	26	Order of Magnitude	1,200,000	-	850,000	350,000	-		1,200,000	-	150,000	1,050,000	-	-
Mirror Pond Dredge Commitment	160	52	27	Construction Documents	300,000	-	300,000	-	-		300,000	-	-	-	-	300,000
JSFC Flooring Replacement	061	53	29	Award/Bid	170,000	75,000	95,000	-	-		95,000	95,000	-	-	-	-
Pavilion Flooring Replacement	TBD	54	28	Order of Magnitude	190,000	-	190,000	-	-		190,000	190,000	-	-	-	-
JSFC Outdoor Cover Replacement	TBD	55	29	Order of Magnitude	300,000	-	300,000	-	-		300,000	-	-	300,000	-	-
JSFC Roof Replacement (South/East Wing)	TBD	56	30	Order of Magnitude	170,000	-	170,000	-	-		170,000	-	-	-	170,000	-
Bend Whitewater Park Maintenance	TBD	57	31	Order of Magnitude	1,300,000	-	1,300,000	-	-		1,300,000	50,000	100,000	1,150,000	-	-
JSFC Outdoor Pools Wall Liner Replacement	TBD	58	32	Order of Magnitude	500,000	-	500,000	-	-		500,000	-	-	-	500,000	-
JSFC Main Chiller Unit Replacement	TBD	59	33	Order of Magnitude	300,000	-	300,000	-	-		300,000	-	-	-	-	300,000
Total Asset Management Projects					19,872,574	696,915	17,176,496	600,000	1,399,163		19,175,659	3,235,000	2,058,639	10,850,020	2,097,000	935,000
Total CIP Funding Allocations					79,386,184	15,507,507	21,702,164	38,330,850	3,845,663		63,878,677	20,193,077	13,778,713	16,518,105	8,355,142	5,033,640

Alternative Funding Type Key
1 - Grant Funding
2 - Contributions, Collaborations, Fundraising
3 - Debt Financing
4 - Facility Rental Special Revenue Fund
5 - Reimbursement SDCs

Bend Park and Recreation District
Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2024-2028

							FY2024-28 Funding Allocation by Source									
Project Type	Project Number	Page Number	Project Map	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	Property Tax Revenue	SDC	Alternative	Alt. Type	Total FY 24-28	FY 23-24 Total	FY 24-25 Total	FY 25-26 Total	FY 26-27 Total	FY 27-28 Total
Community Parks																
Pine Nursery Park Ph. 4 (Pending Partnership)	013	19	1	Order of Magnitude	78,504	28,504	-	50,000	-		50,000	-	-	50,000	-	-
Pine Nursery Park Ph. 5	014	20	2	Design Development	5,000,000	100,000	-	4,900,000	-		4,900,000	2,600,000	2,300,000	-	-	-
Big Sky Park Expansion	080	21	3	Award/Bid	4,922,250	3,757,829	100,000	714,421	350,000	1	1,164,421	200,000	-	964,421	-	-
Land Acquisition	102	22	N/A	Order of Magnitude	4,250,000		4,250,000	-	-		4,250,000	4,250,000	-	-	-	-
Total Community Parks					14,250,754	3,886,333	4,350,000	5,664,421	350,000		10,364,421	7,050,000	2,300,000	1,014,421	-	-
Neighborhood Parks																
Land Acquisitions	017	23	N/A	Order of Magnitude	5,746,959	-	-	5,746,959	-		5,746,959	3,500,000	1,090,280	-	1,156,679	-
Neighborhood Parks Design & Development	019	24	N/A	Order of Magnitude	3,020,229	-	-	3,020,229	-		3,020,229	-	-	1,465,489	-	1,554,740
Little Fawn Park	155	25	4	Design Development	2,610,559	1,000,000	-	1,610,559	-		1,610,559	1,610,559	-	-	-	-
Park Search Area 5 (Talline)	189	26	5	Order of Magnitude	1,517,500	-	-	1,517,500	-		1,517,500	-	-	-	250,000	1,267,500
Park Search Area 9 (Shevlin West)	173	27	6	Order of Magnitude	1,667,510	164,442	-	1,503,068	-		1,503,068	200,000	1,303,068	-	-	-
Park Search Area 11 (Discovery West Park/TH)	156	28	7	Order of Magnitude	2,673,050	70,000	-	2,603,050	-		2,603,050	65,000	-	966,300	1,571,750	-
Park Search Area 14 (Bear Creek)	161	29	8	Order of Magnitude	2,176,400	-	-	2,176,400	-		2,176,400	-	-	-	1,000,000	1,176,400
Park Search Area 24 (Stevens Ranch)	192	30	9	Order of Magnitude	1,684,178	-	-	1,684,178	-		1,684,178	-	-	300,000	1,384,178	-
Park Search Area 27 (Constellation Crest)	190	31	10	Order of Magnitude	3,692,700	-	-	3,692,700	-		3,692,700	1,745,500	1,947,200	-	-	-
Park Search Area 28 (SE Area Plan)	193	32	11	Order of Magnitude	2,412,763	-	-	2,412,763	-		2,412,763	-	2,412,763	-	-	-
Total Neighborhood Parks					27,201,848	1,234,442	-	25,967,406	-		25,967,406	7,121,059	6,753,311	2,731,789	5,362,607	3,998,640
Trails																
Galveston to Millers Landing	033	33	12	Order of Magnitude	800,000	96,396	-	703,604	-		703,604	703,604	-	-	-	-
Riley Ranch Nature Reserve Bridge	082	34	13	Design Development	1,200,000	-	-	1,200,000	-		1,200,000	-	-	1,200,000	-	-
Putnam to Riley Ranch	036	35	14	Order of Magnitude	155,000	440	-	154,560	-		154,560	-	154,560	-	-	-
Kirkaldy to Putnam	037	36	15	Order of Magnitude	63,100	3,662	-	59,438	-		59,438	-	42,203	17,235	-	-
Deschutes River Trail North Trailhead	083	37	16	Order of Magnitude	320,000	-	-	320,000	-		320,000	-	20,000	300,000	-	-
Miscellaneous Trails	041	38	N/A	Order of Magnitude	750,000	-	-	750,000	-		750,000	200,000	150,000	150,000	150,000	100,000
North Unit Irrigation Canal Trail (NUID)	176	39	17	Conceptual Design	512,207	135,961	-	376,246	-		376,246	76,246	300,000	-	-	-
COHCT Blakley To Hansen Park	TBD	40	18	Order of Magnitude	425,175	-	-	425,175	-		425,175	150,000	-	54,640	220,535	-
Total Trails					4,225,482	236,459	-	3,989,023	-		3,989,023	1,129,850	666,763	1,721,875	370,535	100,000
Community Wide																
Drake Park DRT Trail & Bank Improvements	065	41	19	Award/Bid	9,627,231	9,227,231	58,500	310,000	31,500	1	400,000	400,000	-	-	-	-
River Access McKay, Millers, & Columbia Project	188	42	20	Order of Magnitude	933,295	176,127	117,168	-	640,000	1,5	757,168	757,168	-	-	-	-
River Access Riverbend Park	195	43	21	Order of Magnitude	775,000	50,000	-	-	725,000	1,5	725,000	-	-	200,000	525,000	-
Art Station	TBD	44	N/A	Order of Magnitude	2,500,000	-	-	1,800,000	700,000	4	2,500,000	500,000	2,000,000	-	-	-
Total Community Wide					13,835,526	9,453,358	175,668	2,110,000	2,096,500		4,382,168	1,657,168	2,000,000	200,000	525,000	-
Asset Management Projects																
Accessibility Improvements	052	45	N/A	Order of Magnitude	575,000	-	575,000	-	-		575,000	100,000	100,000	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	071	46	N/A	Order of Magnitude	1,190,000	-	1,190,000	-	-		1,190,000	300,000	180,000	250,000	250,000	210,000
Park Services Complex	054	47	22	Order of Magnitude	9,150,000	22,980	9,127,020	-	-		9,127,020	100,000	-	7,975,020	1,052,000	-
Skyline Field Renovations + Parking Lot Lights	056	48	23	Order of Magnitude	625,000	309,135	315,865	-	-		315,865	-	315,865	-	-	-
Sawyer Park	158	49	24	Design Development	2,902,574	289,800	1,313,611	-	1,299,163	1	2,612,774	1,500,000	1,112,774	-	-	-
Hollinshead Park ADA & Preferred Design	159	50	25	Order of Magnitude	1,000,000	-	650,000	250,000	100,000	4	1,000,000	900,000	100,000	-	-	-
Ponderosa Park (North)	163	51	26	Order of Magnitude	1,200,000	-	850,000	350,000	-		1,200,000	-	150,000	1,050,000	-	-
Mirror Pond Dredge Commitment	160	52	27	Construction Documents	300,000	-	300,000	-	-		300,000	-	-	-	-	300,000
JSFC Flooring Replacement	061	53	29	Award/Bid	170,000	75,000	95,000	-	-		95,000	95,000	-	-	-	-
Pavilion Flooring Replacement	TBD	54	28	Order of Magnitude	190,000	-	190,000	-	-		190,000	190,000	-	-	-	-
JSFC Outdoor Cover Replacement	TBD	55	29	Order of Magnitude	300,000	-	300,000	-	-		300,000	-	-	300,000	-	-
JSFC Roof Replacement (South/East Wing)	TBD	56	30	Order of Magnitude	170,000	-	170,000	-	-		170,000	-	-	-	170,000	-
Bend Whitewater Park Maintenance	TBD	57	31	Order of Magnitude	1,300,000	-	1,300,000	-	-		1,300,000	50,000	100,000	1,150,000	-	-
JSFC Outdoor Pools Wall Liner Replacement	TBD	58	32	Order of Magnitude	500,000	-	500,000	-	-		500,000	-	-	-	500,000	-
JSFC Main Chiller Unit Replacement	TBD	59	33	Order of Magnitude	300,000	-	300,000	-	-		300,000	-	-	-	-	300,000
Total Asset Management Projects					19,872,574	696,915	17,176,496	600,000	1,399,163		19,175,659	3,235,000	2,058,639	10,850,020	2,097,000	935,000
Total CIP Funding Allocations					79,386,184	15,507,507	21,702,164	38,330,850	3,845,663		63,878,677	20,193,077	13,778,713	16,518,105	8,355,142	5,033,640

Alternative Funding Type Key
1 - Grant Funding
2 - Contributions, Collaborations, Fundraising
3 - Debt Financing
4 - Facility Rental Special Revenue Fund
5 - Reimbursement SDCs

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 6, 2023
SUBJECT:	Public Budget Hearing, Adoption of the 2023-24 Budget, and Imposing and Categorizing Taxes
STAFF RESOURCE:	Kristin Donald, Administrative Services Director
PREVIOUS BOARD ACTION:	The 2022-23 budget was previously adopted by the board on June 7, 2022.
COMMITTEE ACTION:	The 2023-24 proposed budget was previously approved by the Budget Committee on May 23, 2023.
ACTION PROPOSED:	Hold a public hearing to discuss the budget for fiscal year 2023-24, adopt Resolution No. 2023-06 Adopting the Budget and Making Appropriations for Fiscal Year 2023-24, and adopt Resolution No. 2023-07 Imposing and Categorizing Taxes.
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Financial well-being supported by strong business practices
Strategy:	Invest in services that provide the greatest community benefit while maintaining financial stability

BACKGROUND

The Proposed 2023-24 Budget was made public May 10, 2023 and presented at the Budget Committee May 23, 2023. The State of Oregon Local Budget Law requires a public hearing be held to discuss the budget as approved by the Bend Park and Recreation District Budget Committee. After receiving public comment, the board shall close the public hearing.

After such time, the staff will present the approved budget to the board, and will recommend the budget's adoption. The board may adopt the budget as approved, or may make changes based upon public comment, staff recommendations or other reasons. By Oregon statute, no increases to expenditures may be greater than 10% of the total approved expenditures in any fund, without the budget requiring another public hearing. Expenditures in any fund can be reduced, without limitation, as long as resources and requirements in the fund remain in balance. Other than re-balancing if necessary, no additional process steps are required when expenditures are reduced.

After the public hearing and the staff presentation, the governing body must enact the proper resolutions to adopt the budget, make appropriations, and impose and categorize the taxes. The resolution adopting the budget should state the total amount of all the budget requirements, and a schedule of appropriations must be included. This schedule provides the local government with legal spending authority throughout the fiscal year.

Per Oregon Revised Statute (ORS) 294.435(1), local governments that are using ad valorem property taxes to balance their budgets must declare the tax rate by resolution. The resolution should state the rate being certified to the county assessor. Property taxes are imposed for the tax year on the assessed value of all taxable property within the district. The Bend Park & Recreation District's permanent tax rate is \$1.461 per \$1,000 assessed value. The amount approved by the budget committee to be levied for the General Obligation Bond debt service for the upcoming fiscal year is \$2,111,292.

The governing body must also declare through resolution the tax limitation category into which each of the local government's tax is to be placed. This resolution must show the rate of ad valorem tax for the district's permanent rate tax, and the amount for debt service for general obligation bond debt service.

BUDGETARY IMPACT

Adoption of the district's budget for fiscal year 2023-24 allows expenditures within the appropriated organizational units and categories. Also, authorization of the imposition of property taxes funds those appropriations requiring property tax revenues. The district's Fiscal Year 2023-24 budget shows a balanced budget with healthy reserves for planned future projects and maintaining assets. The proposed budget is anticipating \$48 million in revenues and \$58 million in expenditures for total budgeted requirements of \$96.8 million, which includes contingencies. This budget will support 290.7 full-time equivalent (FTE) employees and \$20.8 million in capital spending. Revenues for the district are expected to increase by \$6.9 million, a 17% increase over last year's budget due to growth in property taxes and SDCs along with our growing programming make up the increase. Expenditures for the district's proposed budget are projected to increase by \$11.4 million, a 24.6% increase compared to last year's budget.

STAFF RECOMMENDATION

Staff recommends that the board adopt Resolution No. 2023-06 adopting the budget and making appropriations for fiscal year 2023-24.

Staff also recommends that the board adopt Resolution No. 2023-07 imposing and categorizing taxes for fiscal year 2023-24 for the district's permanent rate tax and for debt service for general obligation bonds.

MOTION

These are two separate motions that need to be voted on individually:

Motion #1: I make a motion to adopt Resolution No. 2023-06 Adopting the Budget and Making Appropriations for Fiscal Year 2023-24.

Motion #2: I make a motion to adopt Resolution No. 2023-07 Imposing and Categorizing Taxes for Fiscal Year 2023-24.

ATTACHMENT

1. Resolution No. 2023-06 Adopting the Budget and Making Appropriations
2. Resolution No. 2023-07 Imposing and Categorizing Taxes

BMPRD RESOLUTION NO. 2023-06**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE BUDGET AND MAKING APPROPRIATIONS****ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby adopts the budget for fiscal year 2023-24 in the total amount of \$96,899,497.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated:

General Fund

Director's Office and Administrative Services	\$	4,386,806
Planning and Design		1,897,032
Community Relations		1,096,848
Park Services		9,286,797
Recreation Services		16,956,488
Debt Service		507,150
Interfund Transfers		5,750,000
Contingency		5,550,982
Total Appropriations		45,432,103

Rental Fund

Rental Program		570,171
Interfund Transfers		500,000
Contingency		100,000
Total Appropriations		1,170,171

System Development Charges Special Revenue Fund

Planning and Design		11,597,909
Interfund Transfers		615,000
Contingency		2,000,000
Total Appropriations		14,212,909

Facility Reserve Fund

Planning and Design		6,897,168
Parks Services		201,500
Recreation Services		1,581,000
Contingency		2,000,000
Total Appropriations		10,679,668

Equipment Reserve Fund

Director's Office and Administrative Services	223,600
Parks Services	565,000
Recreation Services	171,900
Contingency	200,000
Total Appropriations	1,160,500

GO Bond Debt Service Fund

Debt Service	2,092,131
Total Appropriations	2,092,131

Total Bend Metro Park and Recreation District

Total appropriations including contingency	74,747,482
Total unappropriated and reserve amounts	22,152,015
Total Bend Metro Park and Recreation District Budget	\$ 96,899,497

Miscellaneous. 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 6th day of June 2023.

Deb Schoen, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 2023-07**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
IMPOSING AND CATEGORIZING TAXES****IMPOSING THE TAX**

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby imposes the following ad valorem property taxes for tax year 2023-24 upon the assessed value of all taxable property within the District:

1. At the rate of \$1.461 per \$1,000 of assessed value for permanent rate tax; and
2. In the amount of \$2,111,292 for debt service for general obligation bonds.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

General Government Limitation

Permanent Rate Tax.....\$1.461 / \$1,000

Excluded from Limitation

General Obligation Bond Debt Service\$2,111,292

Miscellaneous. 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 6th day of June 2023.

Deb Schoen, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 6, 2023
SUBJECT:	Private Security Services Public Contract Award
STAFF RESOURCE:	Jeff Hagler, Park Stewardship Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Authorize Executive Director to Negotiate and Award a Public Contract to Trident Professional Security
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	Exceptional customer and community experiences
Strategy:	Provide exceptional experiences during each facet of the customers interaction with the district

BACKGROUND

Since 2012, the district has used the services of private security contractors who provide unarmed security personnel to assist district Park Stewards with education and enforcement in parks and facilities and to coordinate with local law enforcement partners.

The district previously utilized Bend Patrol Services to provide these services during both day and night shifts. In early 2022, Bend Patrol Services notified the district that they were unable to recruit staff to fulfill the daytime requirements of their contract. The district then solicited informal quotes from local private security contractors and awarded a short-term contract to Trident Professional Services for daytime services while staff reviewed the requirements of the services and drafted a formal solicitation. Trident Professional Security performed well under the short-term contract. However, staff recognized the opportunity for improved efficiency and consistency of services available by the use of a single private security contractor.

The district completed a competitive procurement process by publicly advertising a formal Request for Proposals (RFP) on March 2, 2023. In response to the RFP, two responsive proposals were received. Both proposals were thoroughly reviewed by an evaluation committee consisting of four district staff members. After a subsequent interview process, Trident Professional Security was determined by the evaluation committee to provide the most advantageous offer for the district.

The proposed contract with Trident Professional Security would have a term effective when signed by both parties through June 30, 2025, with the option to renew the contract annually for three additional one-year terms.

BUDGETARY IMPACT

The cost for the first two years of the contract through June 30, 2025 is \$430,000 (about \$215,000/year). The fiscal year 2023-2024 budget includes \$230,000 for these services in the Park Services Department budget.

STAFF RECOMMENDATION

Staff recommends that the board authorizes the executive director to negotiate and approve a contract with Trident Professional Security for an amount not to exceed \$430,000. Staff further recommends the board approve a 10% contingency of \$43,000 for a total amount not to exceed \$473,000.

MOTION

I make a motion to authorize the executive director to negotiate and award a contract with Trident Professional Security for unarmed private security services through June 30, 2025 for an amount not to exceed \$430,000, and to approve an additional 10% contingency of \$43,000, for a total amount not to exceed \$473,000.

ATTACHMENT

None



PLANNING & DEVELOPMENT PROJECT UPDATES June 2023

COMMUNITY AND REGIONAL PARK PROJECTS



Drake Park DRT & Bank Improvement Project: Construction is steadily progressing towards substantial completion; however, unexpected delays in steel delivery have impacted the installation timeline for the handrailing along the boardwalk. As a result, the work is proceeding at a slower pace than originally anticipated. Once the handrailing is completed, the decking will be installed, and the trail section from Newport Ave to Pacific Park can be paved. The stairway from the north side of Drake to the boardwalk still needs to be installed, and then cleanup and landscape rehabilitation can start in that area. The beach area has been completed with the exception of landscaping. Anticipated project completion is August 2023.



Big Sky Park Expansion: The Big Sky Bike Park is officially open to the public. While the park is accessible for use, there are a few punch list items that are currently being addressed. These items include the installation of signage, striping, furnishings, and surfacing. The community Bike Park celebration is scheduled for June 9th from 4:00-7:00 PM.



Sawyer Park Entrance and Parking Lot Upgrades: Input from the tribes and SHPO regarding cultural resources within the project site is ongoing; this input will inform how the design and project proceed. An application for the Local Government Grant Program (LGGP) was submitted in April, staff will present the grant request to the LGGP grant committee late June.



Pine Nursery Park Phase 5: The design consultant contract was awarded to Cameron McCarthy, a landscape architecture firm with three offices in Oregon, including Bend. The firm has extensive experience in park and artificial sports field turf design and has worked on several other district projects, including Rockridge Park and the Larkspur Center. Design and scope meetings will begin this summer.

NEIGHBORHOOD PARK PROJECTS



Little Fawn Park: The project is currently out to bid with ground breaking expected to begin later this summer.



Fieldstone Park: Site grading and a majority of the paving work is installed, along with irrigation, sod, plantings and other landscaping elements. The installation of the playground and assorted furnishings, including the shelter, are underway. Completion is expected Summer 2023.



Shevlin West: Public outreach began in mid-April, with a survey for the community to suggest names. The survey closed on May 8th. The Naming Committee met on May 31st and their name recommendation will be reviewed by the board at the June 20th meeting, along with approval of the design consultant contract.

TRAIL PROJECTS



North Unit Canal Trail: Flagline Engineering continues to make progress on the design and permitting for Phase 1 of the trail with 60% design plans and draft trail easement descriptions complete. Epic Land Solutions has completed their initial property research within the planned trail corridor and provided the district with a summary of the existing property owners. Appraisal work has begun on two of the four easement properties and the district expects the formal appraisals within 60-90 days.



Riverfront Street Deschutes River Trail Improvements: The district has partnered with the City of Bend for design improvements to Riverfront Street that increase access for trail users between Drake Park and Miller's Landing Park. In April of 2023, BPRD and the City of Bend entered into an intergovernmental agreement to restart the project with shared costs and resources to complete the project designs, the City recently issued an RFP for a design consultant with selection anticipated June 13th. In expectation of the upcoming work, BPRD and the City will cohost a minimum of two public meetings beginning late summer 2023.

RIVER PROJECTS



Riverbend South Access and Restoration Project: Construction on the entire project is virtually complete. Interpretive signs will be going in soon, and the final volunteer planting day is currently scheduled for June 9th.



McKay, Miller's Landing and Columbia Parks River Access Project: The design refinement process is currently underway, aiming to narrow down and improve upon the preferred concepts. These refined concepts will be presented to the public later this summer and brought before the board for discussion and approval once public engagement is complete.

OTHER PROJECTS AND FUTURE DEVELOPMENT



SDC Waivers for Affordable Housing: Park SDC waivers for 460 units have been approved through coordination with the City of Bend's Affordable Housing Committee at a cost to the district of about \$3.1 in waived SDC fees. Following the board approval of an additional 75 waivers for 2023, a remaining 16 waivers are available through the end of the year. Staff and legal counsel have completed the necessary deed restriction documents for 11 of the developments, totaling 394 units. In addition, BPRD has approved SDC waivers for two 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.

- *Staff continues working with Epic Land Solutions to acquire land in other priority park search areas, not associated with development. An offer has been made on one property in southwest Bend and appraisals have been ordered for three other properties.*
- *Staff has been working with Hayden Homes regarding a potential new park in the Parkside Place (Ponds) Subdivision. Staff will discuss the status of the discussions with Hayden Homes at the June 20th meeting.*
- *Staff presented to the City's Core Area Advisory Board in April to discuss strategies for park acquisition and development within the core area. The core area is expected to see significant residential infill that was not anticipated in the last comprehensive plan, so planners hope to address this in the mid-term Comprehensive Planning update beginning later this year.*

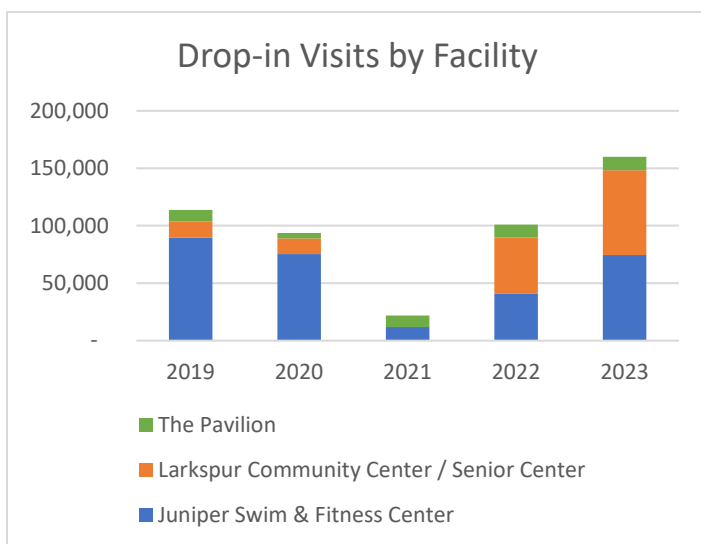


Diversity, Equity and Inclusion (DEI) Initiative: The action plan has been translated to Spanish and graphic design is being finalized and once complete, the English and Spanish versions will be posted to the website. The workgroup is also forming project subgroups for implementation of the action plan.

Recreation Seasonal Report – Winter 2023

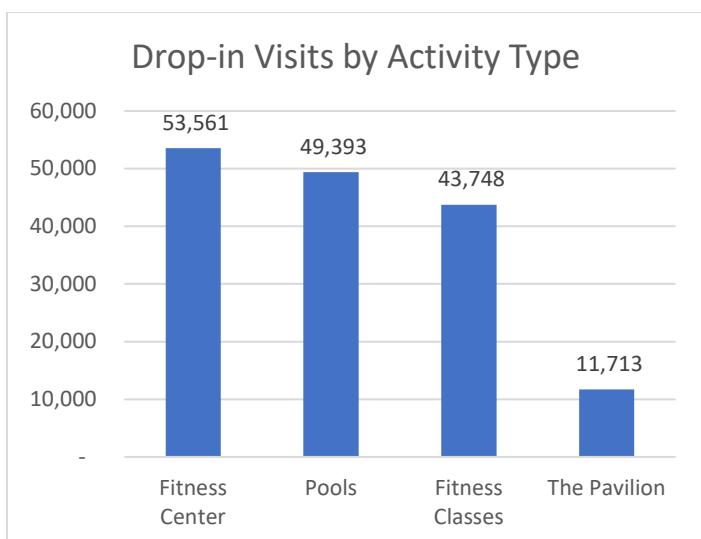
The Recreation Seasonal Reports are intended to provide a high-level summary of recreation services and performance over the prior seasons. The Winter Season Report and graphs cover programs and services offered from January through March 2023. Most graphs also show data for the four prior years for comparison purposes and to identify trends. Due to the impacts of the pandemic in both 2020 and 2021, we often look at 2019 as the baseline year. The one substantial change in level of service since 2019 is the opening of Larkspur Community Center in April 2021.

The recent trends in recreation have continued and become even more pronounced over the winter season with substantial increases in capacity being met by equally strong increases in demand and participation. Front-line staffing issues have improved some (although still challenging), allowing us to better meet the demand for programs and services; however, there are still many programs where interest exceeds our current capacity.



This shows visits to drop-in activities at recreation facilities, including passholders and single-visit users. This does not show visits for district registered programs or competitive user groups.

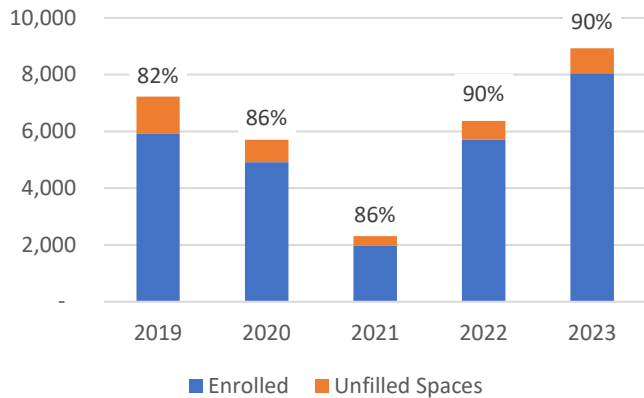
Facility visits have increased a staggering 60% over last year and 40% over 2019. This is due in large part to the opening of Larkspur Community Center but also demonstrates the rapid rebound from COVID, the popularity of the Silver and Fit programs, and the overall attractiveness and success of facilities and drop-in programs.



This shows visits to drop-in activities for the Winter 2023 season by the primary visit purpose. Water exercise classes are shown under Fitness Classes and not Pools. Many people do more than one activity in a single visit but are only counted once for their primary purpose.

There continues to be remarkable balance between the major facility/program components at JSFC/Larkspur. The Pavilion numbers may appear low; however, this is due to more limited drop-in opportunities.

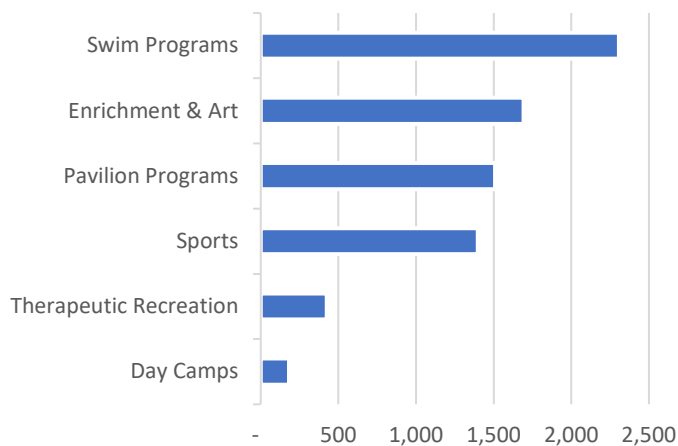
Enrollments vs. Capacity



This shows total capacity, enrollments and % of capacity filled in all registered recreation programs except Kids INC and some adult team sports leagues.

Recreation staff continues to work hard to build capacity to better meet demand for programs and the winter quarter represents a 23% increase over 2019 and a 35% increase in enrollment. Capacity and enrollment were both 40% higher than last year. Expanded swim lesson offerings contributed significantly to this, although there were increases in almost all program areas.

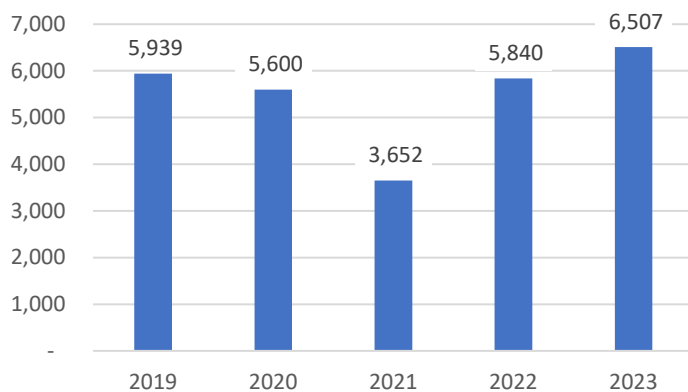
2023 Enrollments by Program Type



This shows enrollments for Winter 2023 season by our six major program areas.

Enrollment by programs shifts seasonally. Whereas sports are the highest participation area by a long way in the Fall season, swim programs are the highest during the Winter season. Pavilion programs are much stronger in the winter due to the popularity of ice programs. Enrichment is very steady throughout all seasons.

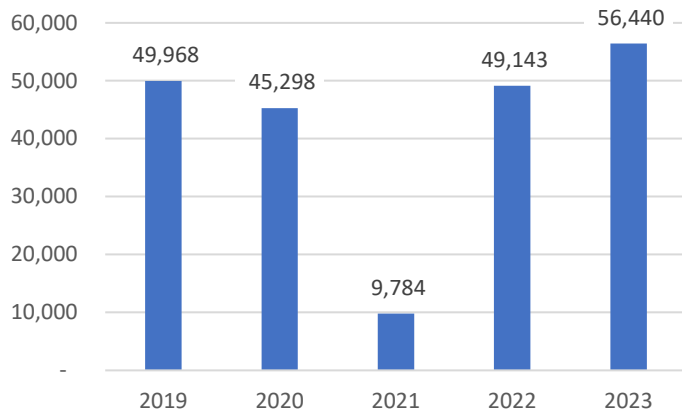
Unique Enrollment



This shows unique (non-duplicated) individuals served in recreation programs, again with the exception of Kids INC and some adult sport leagues.

This is the first season where the number of individuals served has exceeded pre-pandemic levels with 10% more people participating compared to 2019. This can be attributed to increased capacity providing more opportunities for people to participate.

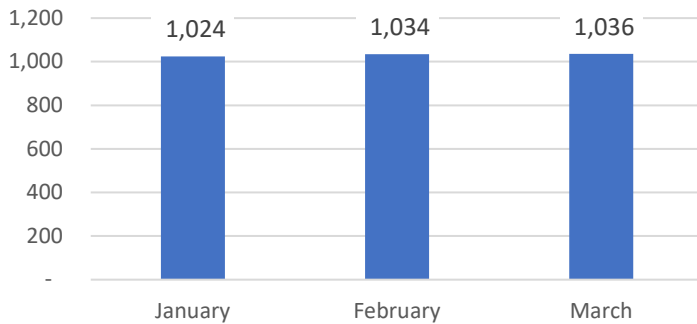
Registered Program Visits



Program visitation is perhaps the best way of measuring service levels as it considers not only the number of enrollments but the number of times programs meet. It also can provide a comparison to facility visits.

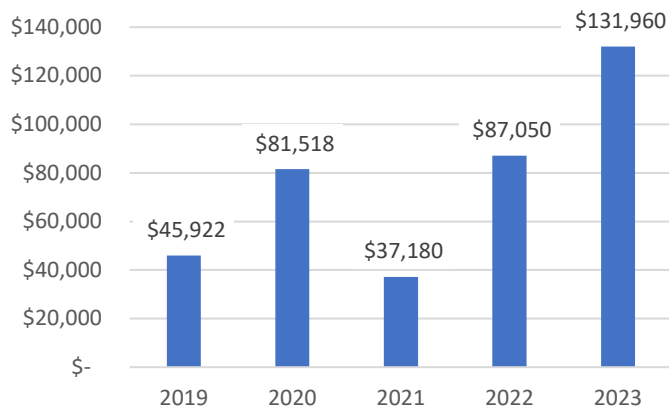
Program visits for the Winter season were 15% higher than last year and 13% higher than 2019 as we continue to build capacity to meet demand. This is very close to increases in number of unique people served, meaning growth is serving both existing and new people somewhat equally.

Kids INC Enrollment

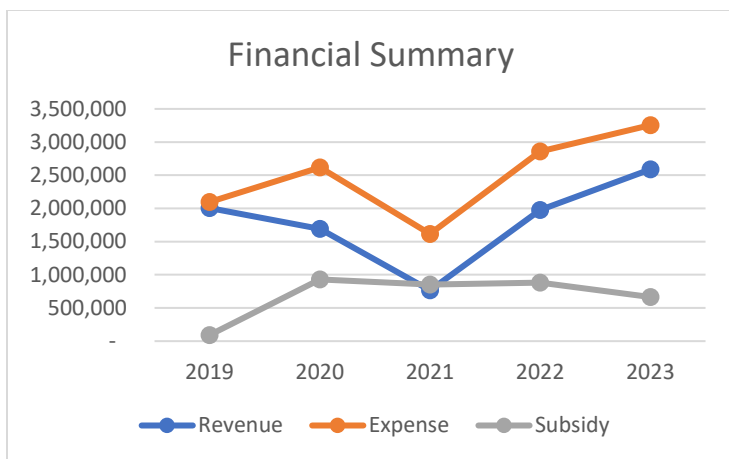


Kids INC provided care for 1,088 different children over the three-month Winter period. Enrollment has inched up since December as staffing has stabilized and we have been adding children to the program from the waitlist. We have also seen a trend from full-time to part-time enrollment over the past three months. Kids INC registration for next year will kick off May 8 with a two-week application period followed by a lottery.

Scholarship Usage



Scholarship use continues to trend substantially higher than last year's record levels; however, we are seeing a leveling off in scholarship use after the peak summer demand. Scholarship use during the Winter Season averaged \$45,000 per month compared to \$54,000 in the Fall Season. This is due to differences in programming between the seasons as well as a leveling off in demand.



The winter quarter budget summary reflects the growth in both capacity (increased expenses) and participation (increased revenue). Revenue are currently growing at a slightly higher pace than expenses resulting in a lower tax subsidy.

As noted in the Fall Report, this is important to financial sustainability while showing that we are providing more service with the same or less tax subsidy, including the additional scholarship use shown above.

Winter Highlights

- Pavilion Ice Season Wrap-Up:** The ice season has wrapped up, and The Pavilion has transitioned to roller sports. Visits to open skates set a record of nearly 40,000 visits, an increase of nearly 25% over last year. Nearly all registration programs at the Pavilion were filled, including adult and youth hockey leagues, adult curling league and skate lessons.
- Registration Improvements:** Conducted a successful spring season registration in February and summer season registration in March. The server improvements, increased internet speeds, virtual waiting room and staggered registration, facilitated smooth processing despite heavy traffic, especially during the first hour of registration opening. We processed nearly 7,000 enrollments in the first 3 days of spring registration and a staggering 18,000 during the opening 3 days of summer registration.
- Winter Community Celebration:** The quarterly event organized by our outreach team was held at The Pavilion on February 18 with ten community organizations participating to provide activities, information and resources to traditionally underserved communities. Of course, there was free ice skating, hot chocolate, pupusas and other recreation activities.
- Latino Outreach** – Helped 105 Spanish speakers register for 302 summer activities. Nearly all families qualified for the scholarship program with many also receiving assistance from other funding sources, reducing the cost to the participant even more and in some cases at no cost. Without this support, it is highly unlikely that these children would have been able to register or participate in these programs.
- JSFC Asset Projects:** Two additional JSFC asset management projects were completed in late winter. One was the replacement of the rubber athletic flooring in the fitness center and spin rooms. The new flooring replaces the original 17-year flooring and provides improved sanitation and longevity. Also completed was the replacement of the HVAC units in the Mind-Body wing which also includes the staff offices. Both projects were completed under budget.

Board Calendar 2023

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

June 14 – 4pm - Special Call – Joint meeting with city of Bend

BUSINESS SESSION

- ◆ Juneteenth Proclamation
- ◆ Adopt Amendment for 2015 Mirror Pond Vision Plan Accepting Fish Passage Committee Preferred Alternative for Fish Passage – *Don Horton, Kris Knight and Vernita Ediger (50 min)*

June 20

WORK SESSION

- ◆ City of Bend Housing Need Overview – *Rachel Colton and Allison Platt (30 min)*

BUSINESS SESSION

- ◆ Approve park name for Shevlin West park site – *Rachel Colton (10 min)*
- ◆ Approve design consultant contract for Shevlin West park site – *Bronwen Mastro (10 min)*
- ◆ Approve Business Use in Parks Policy – *Matt Mercer and Michael Egging (30 min)*

July 4 - Canceled

July 18

WORK SESSION

BUSINESS SESSION

- Elect Board Chair and Vice-Chair
- Appoint Board Secretary
- Appoint Legislative Liaison
- Approve Board meeting dates and time
- Approve construction contract for Little Fawn Park – *Jason Powell*
- Outback Trail art donation proposal – *Henry Stroud and Romy Mortenson Brooks Resources (15 min)*
- Naming Committee Member Appointment – *Rachel Colton (15 min)*
- Approve Executive Directors Evaluation

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

IGA with NUID for canal trail – *Henry Stroud*

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

COVID Property overview

Approve preferred concepts for MMC – *Ian Isaacson*

Approve land acquisition – *Michelle Healy (15 min)*