



Bend Metro Park & Recreation District

February 18, 2025

# Board of Directors

## Agenda and Reports

[www.bendparksandrec.org](http://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 through parks, trails and recreation.

## Our Community Pledge

To reflect our community, welcome and serve equitably, and operate with transparency and accountability.

## We Value

**COMMUNITY** by interacting in a responsive, considerate and efficient manner to create positive patron experiences and impact in the community.

**INCLUSION** by reducing physical, social and financial barriers to our programs, facilities and services, and making them more equitable for all.

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

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

**SUSTAINABILITY** by fostering a balanced approach to fiscal, environmental and social assets to support the health and longevity of the district, the environment and our community.



District Office

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





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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](mailto:sheilar@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

February 4, 2025

District Office Building | 799 SW Columbia | Bend, Oregon

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

Donna Owens  
Jodie Barram  
Cary Schneider  
Deb Schoen  
Nathan Hovekamp

Michelle Healy, Executive Director  
Matt Mercer, Director of Recreation  
Julie Brown, Director of Community Engagement  
Sheila Reed, Assistant to the Executive Director  
Sasha Sulia, Director of Park Services  
Kathleen Hinman, Director of Human Resources  
Brian Hudspeth, Director of Planning and Development  
Henry Stroud, Principal Planner

## None

1. SDC Project List, Fee Schedule and Ordinance Update- *Kristin Toney and Deb Galardi*

Ms. Galardi participated virtually and outlined the scope of the SDC methodology review, emphasizing that while the methodology remains unchanged, a modification to the fee schedule is recommended. She identified three cost elements recoverable through SDC fees: Improvement, Reimbursement, and Compliance.

Ms. Galardi presented an updated draft of the 10-year list summary, highlighting new parks and facilities required to accommodate projected growth. She reviewed the existing and planned levels of service to establish current and future needs, noting that the model anticipates an increase of 35,000 residents over the next decade. She also reviewed the summary of growth improvement costs and the reimbursement fee revenues, which constitute approximately 40% of the combined SDCs.

In discussing the preliminary updated SDCs, Ms. Galardi stated that while the methodology has not changed, the inputs have been adjusted to reflect inflation, resulting in a 7% increase overall, with

specific increases of 12% for multifamily units and 15% for overnight visitor accommodations, due to higher occupancy rates in these categories.

Due to technical difficulties, the board temporarily suspended this agenda item and proceeded to the next topic, returning to it once the issues were resolved.

Ms. Galardi displayed a slide comparing SDC fees for single-family residential units across various Oregon cities, noting that the district's average falls in the middle range within the state. She emphasized that the adoption schedule must adhere to state statute requirements and mentioned that the ordinance review is planned for March. Mr. Hudspeth reviewed the board's calendar for approvals.

Executive Director Healy noted that the city would like to align the district's SDC fee collections with their methodology for collection.

Director Hovekamp inquired about adding the South Urban Growth Boundary (UGB) bridge to the SDC funding list, referencing Resolution 419. The board requested a revisit of the resolution once the feasibility of the project is understood. Executive Director Healy indicated that adding projects to the SDC list is a straightforward process.

## 2. Rules and Regulations Ordinance Update – *Julie Brown, Joel Lee and Paul Taylor*

Ms. Brown provided an overview of the ordinance review process, highlighting consultations with staff, partners, and peer examples. The ordinance was updated to align with state statutes, and new sections were added for exclusions and appeals. Input from the Bend Police Department led to defining community service officers as enforcement officers, addressing weapons beyond firearms, clarifying responses to free speech events, and requesting a map of district waters.

A new definitions section was introduced to clarify terms and establish the executive director's authority over properties and programs, including waterways. Director Hovekamp inquired about the board's role in the ordinance. Ms. Brown emphasized focusing on new and changed elements and sought the board's direction on moving the ordinance forward for public input.

Mr. Lee reviewed regulations concerning waters and waterways, ensuring alignment with Oregon State Marine Board rules. Provisions include prohibitions on anchoring to bridges or structures, bridge jumping, using leashes on surfboards or bodyboards at the Bend Whitewater Park, and possessing glass containers.

The district's regulations align with state law regarding weapons, hunting, and fireworks. Loaded firearms are prohibited on district property within city limits, except as allowed by state and federal law. Dangerous weapons are not permitted in public buildings unless authorized by ORS 166.370. Fishing is permitted under state licensing requirements, while hunting, trapping, and removing wild animals are prohibited. Fireworks or explosives may only be used with express permission from the executive director and the State Fire Marshal.

Animal-related rules include a ban on feeding wildlife, horses, and stock animals. Dog owners are responsible for their pets and must use a physical leash no longer than 15 feet, except in designated off-leash areas. Dogs are not allowed in ponds and must follow specific off-leash area guidelines. Only assistance animals are permitted in district facilities. The board requested clarification on pond definitions and where dogs may access the river.

Vehicle regulations prohibit the operation of motor vehicles, bicycles, and electric-assisted bicycles in a manner that endangers others. Motor vehicles and throttle-assisted electric bicycles are restricted to designated areas. Bicycles and pedal-assist electric bicycles are allowed on pedestrian trails but must yield to other users. Parking is limited to lawful park users, and overnight parking is not allowed between 10:00 p.m. and 5:00 a.m.

Restroom policies enforce a 10-minute time limit for single occupancy, with exceptions for individuals with disabilities or caregivers. Individuals over the age of six must use facilities consistent with their gender identity. The use of recording devices inside restrooms, locker rooms, or changing areas is prohibited. Restrooms and portable toilets cannot be used for storing personal belongings.

Enforcement officers are authorized to issue citations, ejections, or exclusions and may refuse entry or require individuals to leave district property. These measures are intended to ensure compliance with district rules and promote a safe environment for all users. Mr. Lee discussed plans for a public messaging campaign to inform the community about these regulations. The board emphasized maintaining consistent terminology for "rolling devices" throughout the ordinance. Violations may lead to exclusion or prosecution for criminal trespass.

Exclusion classes range from:

- Class 1 (30 days): Minimal impact violations.
- Class 2 (31-90 days): Multiple or repeated Class 1 violations, or failure to comply with directives.
- Class 3 (91-180 days): Significant impact violations, such as threats, vandalism, or criminal behavior.
- Class 4 (181 days to one year): Serious criminal activity, violence, or bias crimes.

Appeals must be filed within 10 calendar days of the exclusion notice. Class 1 exclusions are appealed to the park steward manager or community engagement director, while higher classes are reviewed by a panel of three BPRD employees.

The board suggested including a clause allowing ordinance updates in line with state law changes and a to consider permitting emergency aircraft landings. After discussion, the board agreed to proceed with the first reading, incorporating the proposed changes.

Ms. Brown outlined next steps, including first and second readings at upcoming board meetings, opportunities for public feedback, board adoption, and recording the ordinance with the County Clerk's office.

## **CONSENT AGENDA**

1. Minutes 1/21/2025

***Director Owens made a motion to approve the consent agenda. Director Schoen seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)***

## **BUSINESS SESSION**

1. Parkside Place Purchase and Sale Agreement and Surplus Property – *Rachel Colton*

Ms. Colton provided an overview of Parkside Place, including its history, scope, and development plans. She explained that the housing project that will be built in phases, with Phase 1 already underway. The park will be developed during Phase 4, along with the construction of Big Sky Trail. Ms. Colton presented a map of the subdivision and outlined the planned phases.

She also reviewed the Litchfield property, detailing its history and proximity to Parkside Place. The smaller property was appraised at \$520,000 last year. Ms. Colton discussed the purchase and sale agreement for Parkside Place, noting that Hayden Homes will dedicate to the district park space to meet open space requirements. Hayden Homes will design and develop Big Sky Trail outside the park boundaries and demolish existing ponds to prepare the site. The district plans to purchase 1.84 acres for park development at a cost of \$801,504, the rest of the park property will be donated by the builder.

Ms. Colton outlined the budgetary impact of purchasing Parkside Place and selling the Litchfield property, providing key dates for the transactions. Director Owens suggested splitting the motion into two separate votes—one for purchasing Parkside Place and another for selling the Litchfield property. She expressed a preference for retaining both properties.

***Director Hovekamp made a motion to: (1) authorize the executive director to negotiate and execute a Purchase and Sale Agreement with Hayden Homes LLC for the acquisition of land for parks and trails in the Parkside Place development for an amount not to exceed \$801,504, plus all related closing, legal and due diligence costs. Director Schneider seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)***

***Director Hovekamp made a motion to find that the 1.5-acre Litchfield property is not needed for public use and that the public interest may be furthered by sale of the property. Director Schoen seconded. The motion was approved, 3-2. (Schneider, Schoen and Barram in favor, Owens and Hovekamp against)***



## EXECUTIVE DIRECTOR'S REPORT

Executive director Healy shared the following updates:

1. The "High Wheel" sculpture has been removed from Drake Park and secured in a safe location. Upon inspection, it was found to be in better condition than anticipated, allowing for potential internal repairs.
2. Staff have developed protocols to inform and guide employees on proper legal procedures should immigration enforcement agents enter district facilities or properties.
3. A parking study at Larkspur Community Center has identified capacity issues during specific morning hours. To address these concerns, considerations include expanding parking facilities and adjusting programming schedules.
4. The printed Playbook is scheduled to arrive in mailboxes by mid-February.
5. Spring registration has been consolidated to two days, occurring on February 10 and 11.
6. The Special Districts Association of Oregon (SDAO) Conference is scheduled for the end of this week.

**REPORTS:** 2nd Quarter Admin Report, Planning and Development Report

## BOARD MEETINGS CALENDAR

## GOOD OF THE ORDER

- Director Schneider said he is looking forward to SDAO Conference. He also extended early birthday wishes to Executive Director Healy.
- Director Hovekamp mentioned the trail connection for the S. UGB bridge at the next meeting; he said it is a commitment that the district made in the bond. He advocated for moving forward with the project and said he knows there are obstacles.
- Director Schoen said she attended the Envision Bend Leadership Group, She mentioned some of the priorities including housing, childcare and mental health for students, wildfire and climate change.

**ADJOURN 8:21 pm**

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Prepared by,  
Sheila Reed  
Assistant to the Executive Director

Jodie Barram, Chair

Donna Owens, Vice-Chair

Deb Schoen

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Cary Schneider

Nathan Hovekamp

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	February 18, 2025
<b>SUBJECT:</b>	Authorize Purchase of Property Owned by the Pinebrook Homeowners Association
<b>STAFF RESOURCE:</b>	Sara Anselment, Park Planner Michelle Healy, Executive Director
<b>PREVIOUS BOARD ACTION:</b>	Previously discussed in executive session
<b>ACTION PROPOSED:</b>	Authorize executive director to execute a Purchase and Sale Agreement for the purchase of property owned by the Pinebrook Homeowners Association.
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Support the recreational needs of an evolving community through programming, parks, trails, and facilities
<b>Strategy:</b>	Maintain adopted levels of service targets for parks, trails, and facilities

**BACKGROUND**

The district has been actively acquiring property for new parks in accordance with the comprehensive plan policy recommendation to “focus on providing access to parks within ½ mile of most homes.” The comprehensive plan identifies 41 park search areas where residents are located more than ½ mile from a park. Working with a consultant, EPIC Land Solutions, the district has negotiated the purchase of approximately three-acres of land located between Pinebrook Boulevard and Murphy Road in southwest Bend (see Exhibit A) to serve residents in Park Search Area 20.

The property is owned by the Pinebrook Homeowners Association (HOA) and is zoned for low density residential development. As currently configured, the property is approximately 5.38 acres in size and extends into the Pinebrook neighborhood. To purchase approximately 3 acres that are desired by the district, a partition will be required to split the property into two parcels. The HOA will retain ownership of the remainder.

District staff have negotiated a draft purchase and sale agreement (PSA). Key details of the agreement include:

- **Property** – The district will apply to partition the property to create a new, approximately 3-acre parcel for the district’s purchase (See Exhibit B).

- **Purchase Price** – The district has agreed to a purchase price of \$1.91 per square foot (approximately \$250,000). The final configuration of the parcel will be determined at the time of partition but may be slightly more, or slightly less, than 3 acres. The final purchase price includes an allowance of 5% should the final acreage exceed 3 acres, equivalent to \$12,479.94.
- **Partition** – Prior to closing, a new parcel must be created through a partition. During the partition process the city may require certain conditions of approval. If any conditions of approval are not acceptable to the district, the district may terminate the agreement.
- **Other Due Diligence** – Prior to closing, a satisfactory review of a phase 1 environmental report and the title report is required by the district.
- **Fencing** – Post closing the district agrees to install, at the district's expense, a split rail fence along the new western property boundary that adjoins HOA property.

#### **BUDGETARY IMPACT**

The district's 2025-2029 Capital Improvement Plan identifies \$1,500,000 in system development charges for the project with \$300,000 of approved funding for property acquisition in the current fiscal year. The remaining funds for design and development are identified in fiscal years 2027 and 2028

#### **STAFF RECOMMENDATION**

Staff recommend authorizing the executive director to negotiate and execute a final PSA with the Pinebrook Homeowners Association for the purchase of the property.

#### **MOTION**

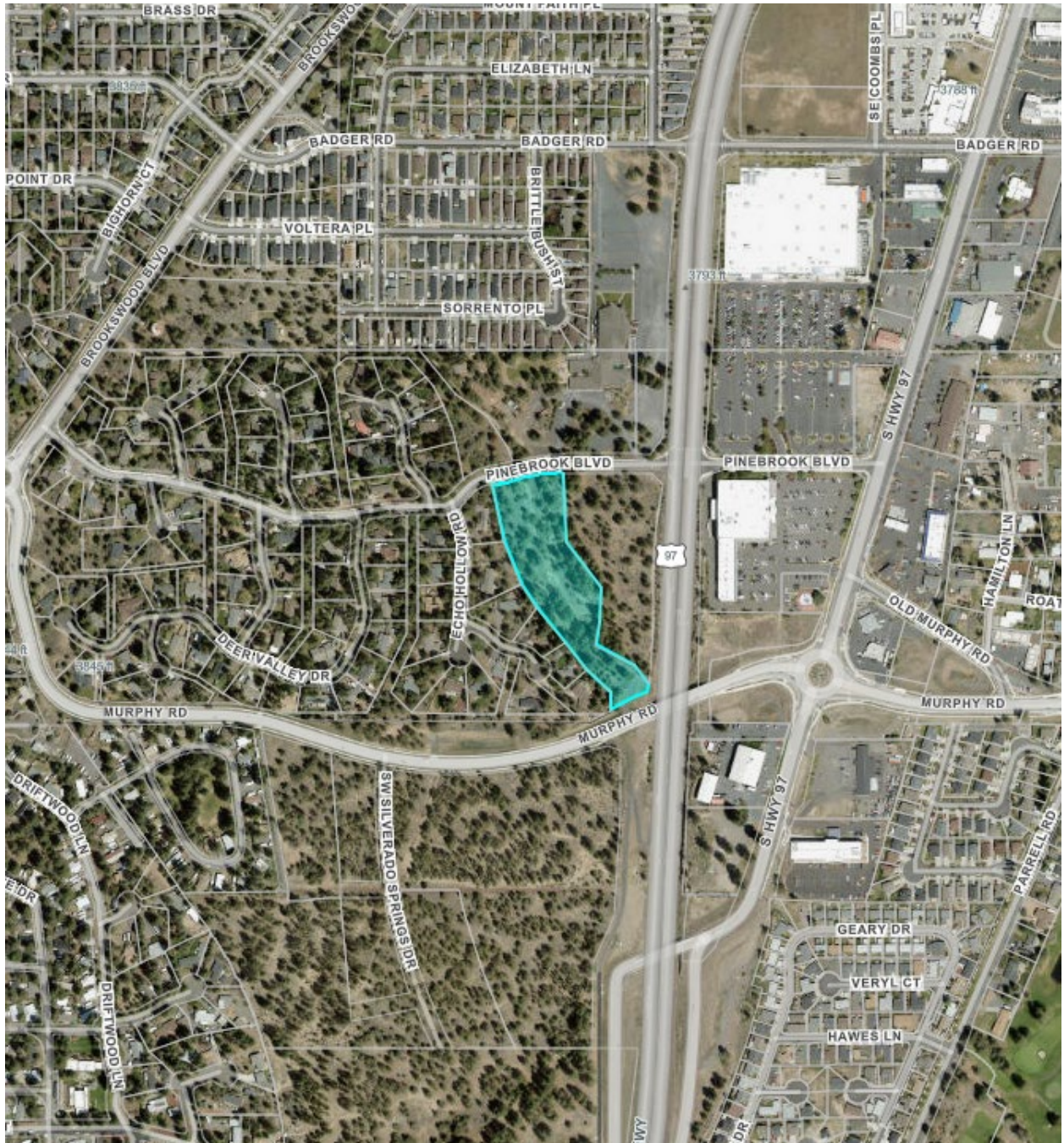
***I move to: (1) authorize the executive director to finalize and execute a Purchase and Sale Agreement with the Pinebrook Homeowners Association for the acquisition of land for a neighborhood park for an amount not to exceed \$262,479.94, plus all related closing, legal and due diligence costs and otherwise on the terms and conditions of the PSA. And (2) authorize the executive director to execute and deliver such instruments and closing documents necessary to complete the transactions contemplated by the PSA.***

#### **ATTACHMENT**

Exhibit A - Subject Property

Exhibit B – Tentative Subdivision Map

**EXHIBIT A**  
**PROPERTY LOCATION**



## **EXHIBIT B**

### **PRELIMINARY DEPICTION OF PURCHASED PROPERTY**





**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	February 18, 2025
<b>SUBJECT:</b>	Deschutes River Trail South UGB Connection & Bike/Pedestrian Bridge workplan options
<b>STAFF RESOURCE:</b>	Henry Stroud, Principal Planner
<b>PREVIOUS BOARD ACTION:</b>	Adopted Resolution No. 419, 2/19/19.
<b>ACTION PROPOSED:</b>	Consider workplan options and provide guidance to staff on the next steps.
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Support the recreational needs of an evolving community through programming, parks, trails and facilities
<b>Strategy:</b>	Maintain adopted level of service targets for parks, trails and facilities

**BACKGROUND**

The Deschutes River Trail South UGB & Bike/Pedestrian Bridge project is planned to close one of the remaining gaps on the Deschutes River Trail by connecting it to the Deschutes National Forest trail system within the Rim Rock (aka Good Dog) trailhead and recreation area. The project was first identified in the City of Bend's *Urban Trail Plan (1996)* and is included in the *Deschutes National Forest Alternative Transportation Feasibility Study (2015)* and the district's *Comprehensive Plan (2018 & 2024)*.

The district paused the project in 2019 after the board of directors passed Resolution No. 419 (attachment A) which removed the project from the Capital Improvement Plan and from the System Development Charge eligible projects list and postponed the project until such time that the district, other agencies and the broad community share a vision on how to proceed.

At the board's request, staff reviewed the project's history and met with the US Forest Service and Oregon Parks & Recreation Department to evaluate potential options for moving the project forward and to better understand the current regulatory framework. This presentation will provide an overview of our findings and three potential options for the Deschutes River Trail South UGB & Bike/Pedestrian Bridge project.

**BUDGETARY IMPACT**

The fiscal impact of the options presented range from \$0 - \$225,000 depending on the option selected by the board.

### **STAFF RECOMMENDATION**

Staff is requesting direction from the board on their preferred option for the Deschutes River Trail South UGB & Bike/Pedestrian Bridge project.

### **MOTION**

Alternative motions:

- 1. I move to continue postponing the project until there is a change in regulations or other conditions that would allow the project to move forward as proposed.***
- 2. I move to direct staff to initiate a broad planning process to reevaluate the community vision for the Deschutes River Trail.***
- 3. I move to direct staff to collaborate with stakeholders and the community to develop and evaluate alternative trail alignments to connect the southern portion of the Deschutes River Trail to the Deschutes National Forest.***

### **ATTACHMENT**

Attachment A: Resolution No. 419

**BMPRD RESOLUTION NO. 419**  
**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS**  
**PROVIDING DIRECTION RESULTANT TO THE OREGON CONSENSUS REPORT ON SOUTH UGB**  
**DESCHUTES RIVER CONNECTION**

**WHEREAS**, the Bend Park and Recreation District has been working on expanding the Deschutes River Trail to the South into the US Forest Service Deschutes National Forest, and;

**WHEREAS**, Bend is a fast-growing urban area surrounded by public lands; and

**WHEREAS**, the south UGB bridge has been a community goal for more than 20 years as demonstrated in the City of Bend Transportation System Plan and Urban Trails Plan, subsequent in BPRD trail plans and most recently in the 2015 Deschutes National Forest Alternate Transportation Plan, and;

**WHEREAS**, in the District's 2018 Comprehensive Plan needs analysis and previous plans, trails were among the top ranked community need, and;

**WHEREAS**, the voters of the District voted in favor of making a southern connection as a part of the 2012 voter-approved Bond Measure, and;

**WHEREAS**, after being part of a voter-approved bond, it has been the subject of several public processes with diverse purposes and outcomes, as well as two unsuccessful legislative attempts to prohibit a bridge, and;

**WHEREAS**, the Bend Metro Park and Recreation District Board of Directors adopted Resolution 409 adopting procedures for a community process to determine the best route and method to connect the Deschutes River Trail along the urban growth boundary/US Forest Service interface, and;

**WHEREAS**, Oregon Consensus, a third-party facilitator established by the Oregon Legislature, was retained to help determine whether conditions are ripe for collaboration and if so, how the process should be designed for the greatest likelihood of success, and;

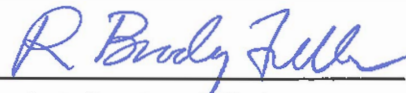
**WHEREAS**, the Oregon Consensus report found that the concerns of stakeholders are complex and include wildlife, the ecosystem, social equity, access, neighborhood impacts, private property rights, and erosion of environmental protections.

**WHEREAS**, based on the report's finding, the Board of Directors for Bend Metro Park and Recreation District believe that focusing efforts to expand opportunities and trail connections throughout Bend among other strategies will help build a shared community vision for our trail system.

**NOW, THEREFORE**, let it be known that the Bend Park and Recreation Board of Directors directs staff to do the following:


- Postpone the southern Deschutes River Trail connection project until such time that the District, other agencies and the broad community share a vision on how to proceed; and,

- Focus efforts on existing Deschutes River Trail riparian areas in partnership with the Upper Deschutes Watershed Council to identify and implement practical stream bank management practices; and,
- Focus District trail planning efforts to expand options and improve trail connectivity and user experiences throughout Bend; and,
- Engage in discussions with local, state and federal agencies about how to meet communitywide recreation and transportation and recreational trail needs as Bend's population grows; and,
- Communicate the District's long term trail planning strategies in order for trail users to better understand future trail opportunities and anticipated user experiences throughout the greater Bend area; and,
- Remove south UGB bridge project from the 2019 five-year Capital Improvement Plan and 10 year System Development Charge project list to show in good faith that the District will not pursue this project until/unless a collaborative community process occurs.



Brady Fuller, Board Chair

Attest:



Don P. Horton, Executive Director

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	February 18, 2025
<b>SUBJECT:</b>	Board Stipends
<b>STAFF RESOURCE:</b>	Sheila Reed, Assistant to the
<b>PREVIOUS BOARD ACTION:</b>	None – previously discussed in work session on January 21, 2025.
<b>ACTION PROPOSED:</b>	Consider approval of a board stipend
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

Providing stipends is a recognized best practice in reducing barriers to participation on elected or advisory boards. Offering a stipend can help offset expenses that members incur while participating in meetings and fulfilling their board responsibilities, such as transportation, childcare, or lost wages and can better attract and retain board members of all backgrounds.

Pursuant to ORS 198.190, special district board member's compensation is limited to \$50 per day for duties performed as a district board member. To implement a stipend, best practices recommend adopting a board policy.

Approving a stipend policy, creates a potential conflict of interest for any board member eligible to run for office. This includes current board members who may intend to seek re-election. According to ORS 244.020(13), a potential conflict of interest arises when a board member could derive financial benefit from a decision made in their capacity as a public official. Oregon ethics law prohibits board members from voting to set their own compensation (ORS 244.040; ORS 244.120). However, the board may establish compensation for members elected in future elections.

Staff has consulted with the Oregon Government Ethics Commission, which confirmed that voting on one's own compensation constitutes an actual conflict of interest. Therefore, board members should only consider approving the attached stipend policy for future board members, with an effective date of July 1, 2025. This approach ensures compliance with ethical guidelines and state statutes.

If adopted, the stipend policy would apply only to board members elected after the next election. This creates a potential—but not actual—conflict of interest for current board members who are eligible to run for re-election and may choose to do so. The intervening event of a future election means that board members are not directly setting their own compensation.

**BUDGETARY IMPACT**

As presented, the annual impact on the budget could be \$12,000.



**STAFF RECOMMENDATION**

Staff recommends that should the board desire to approve the stipend policy that the policy should only take effect for newly elected board members with an effective date of July 1, 2025. Staff further advises board members to disclose and address any potential conflicts of interest prior to taking action.

**MOTION**

***I make a motion to approve the board policy on stipends and reimbursements to take effect July 1, 2025 for newly elected board members.***

**ATTACHMENT**

- A. Board Policy
- B. Stipend Request Form



Board Policy  
Board Stipends and Reimbursements  
Approved Date: 02/18/2025

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Jodie Barram, Chair

Page 1 of 2

## **Board Stipends and Reimbursements**

### **Stipend Guidelines**

Oregon Statute limits special district elected officials to compensation of no more than \$50 per day of service. Elected service at the district requires more than attendance at regular board meetings, and the board would like to ensure that board members can be provided a \$50 stipend for up to four days of service (i.e., qualifying events) each month. No board member will receive more than \$200 per month and board members are welcome to decline this payment or donate it to the Bend Park and Recreation Foundation. All stipends are treated as compensation by the IRS and are taxed as income.

### **Qualifying Events:**

- Attendance at Regular Board Meetings that are subject to the Oregon Public Meetings Law.
- Attendance at Budget Committee Meetings that are subject to the Oregon Public Meetings Law.
- Attendance at meetings or events in a board-appointed position on behalf of the board or district (examples: board meeting agenda preparation, advisory committee liaison, Bend Park & Recreation Foundation liaison, etc.).
- Joint meetings with other agency boards.
- Meetings with other elected officials on district matters.
- Speaking engagements where the board member is representing the district.
- Training relevant to the board member's service to the district.

### **Not included:**

- Individual board member meetings with the Executive Director or other designated staff.
- BPRD or community events, such as grand openings, galas, special events, parades, etc.
- Individual meetings with fellow district Board Members.
- Campaign activities of any kind.
- Conference attendance when per diem is provided.

Reviewer: Executive Director  
Last Review Date: February 2025  
Next Review Date: February 2030  
Review Schedule: 5 years

Board members may submit a request for compensation for events other than as described above for approval by the Board Chair and/or Executive Director on a case-by-case basis.

Compensation Request Procedure:

- Quarterly, (October, January, April, and July) each board member requesting compensation should submit a district reimbursement form to the Assistant to the Executive Director with the following information: Date of Qualifying Event, Location & Short Description.

**Reimbursement Guidelines**

Board members are encouraged to attend relevant educational and professional conferences. The board has funds included within the annual budget for board member attendance at such conferences. Travel and per diem expenses will be covered by the district in accordance with U.S. General Services Administration (GSA) guidelines. Expenses may be paid directly by the district or reimbursed to the board member upon submission of appropriate documentation. Conference attendance where per diem is provided is not considered a qualifying event for stipends.



## Board of Directors Stipend Request Form

*Please submit quarterly to the Board Clerk  
October, January, April and July*

**Name:**

**Date:**

Date of Qualifying Event	Location of Qualifying Event	Short Description of Qualifying Event
<b># of meetings*:</b>		<b>Reimbursement Amount Requested: \$</b>

*\*Regardless of number of meetings/events in a month, each board member is limited to compensation of no more than \$200 per month.*

### **Stipend Guidelines**

Oregon Statute limits special district elected officials to compensation of no more than \$50 per day of service. Board members can be provided a \$50 stipend for up to four days of service (i.e., qualifying events) each month. No board member will receive more than \$200 per month and board members are welcome to decline this payment, or donate it to the Bend Park & Recreation Foundation. All stipends are treated as compensation by the IRS and thus are taxed as income.

### **Qualifying Events:**

- Attendance at Regular Board Meetings that are subject to the Oregon Public Meetings Law.
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- Attendance at meetings or events in a board-appointed position on behalf of the board or district (examples: board meeting agenda preparation, advisory committee liaison, Bend Park & Recreation Foundation liaison, etc.).
- Joint meetings with other agency boards.
- Meetings with other elected officials on district matters.
- Speaking engagements where the board member is representing the district.
- Trainings relevant to the board member's service to the district.

**Not included:**

- Individual board member meetings with the Executive Director or other designated staff.
- BPRD or community events, such as grand openings, galas, special events, parades, etc.
- Individual meetings with fellow district Board Members.
- Campaign activities of any kind.
- Conference attendance when per diem is provided.

Board members may submit a request for compensation for events that are other than as described above for approval by the Board President and/or Executive Director on a case by case basis.

☐ Please donate my stipend to the BPR Foundation



## Board Calendar 2025

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

### **MARCH 4**

#### **WORK SESSION**

- Strategic Plan Action Item Update – *Rachel Colton (15 min)*
- SDC Ordinance update- *Kristin Toney (30 min)*

#### **BUSINESS SESSION**

- Public Hearing and First Reading Park Rules and Regulation Ordinance – *Julie Brown (20 min)*
- Approve Contract Amendment for the Boyd Acres shop design contract – *Bronwen Mastro (10 min)*
- Juniper Swim and Fitness 50 Meter Pool Cover Recommendation – *Matt Mercer (30 min)*
- Approve Updated User Fees and Charges Policy – *Matt Mercer (20 min)*

#### **REPORTS**

Recreation Report

### **MARCH 18**

4 pm: Board Self Eval

#### **WORK SESSION**

- Recreation Survey Results – *Matt Mercer and Michael Egging (30 min)*

#### **BUSINESS SESSION**

- Public Hearing and First Reading of SDC Ordinance- *Kristin Toney (15 min)*
- Second Reading Park Rules and Regulation Ordinance – *Julie Brown (10 min)*
- Approve Natural Area Property Purchase and Sale Agreement – *Quinn Keever (20 min)*
- Approve Athletic Field and Sports Program Guidelines – *Becky Rexford (20 min)*

### **Future Topics**

Website Update/Data Sharing – *Julie Brown*

IGA with NUID for canal trail – *Henry Stroud*

Approve SE Neighborhood Park Purchase and Sale Agreement – *Henry Stroud (20 min)*

DEI Update – *Bronwen Mastro*

Update on Boys & Girls Club repair work – *Bronwen Mastro (20 min)*