



Bend Metro Park & Recreation District

March 4, 2025

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 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 | (541) 389-7275

BUSINESS SESSION

1. Approve Contract Amendment for the Boyd Acres shop design contract – *Bronwen Mastro (10 min)*
2. Authorize Purchase of Property Owned by the Pinebrook Homeowners Association – *Brian Hudspeth (10 min)*

MEETING SUMMARY – 2/18/2025

REPORTS – Project Update and Recreation Report - Fall/Early Winter Season

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

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

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 4, 2025
SUBJECT:	2024 Strategic Plan – Fiscal Year 2024/2025 Action Items
STAFF RESOURCE:	Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	October 15, 2024: Strategic Plan Adoption
ACTION PROPOSED:	None
STRATEGIC PLAN:	N/A

BACKGROUND

The fiscal year 2024-2029 Strategic Plan (plan) (attachment A) was adopted by the district's board of directors on October 15, 2024. The plan intentionally does not include action items to allow for implementation flexibility. Since the plan's adoption, district staff have been working to develop actions for the current fiscal year for each of the plan's 20 strategies. These draft actions are included as attachment B of this report and will be discussed at the board meeting. Actions for subsequent fiscal years will be developed on an annual basis.

BUDGETARY IMPACT

Funding for the completion of the identified fiscal year 2024/2025 action items is incorporated into the district's current budget.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

- A. [Fiscal Year 2024-2029 Strategic Plan](#) (available online)
- B. Fiscal Year 2024/2025 Action Items

**BEND PARK AND RECREATION DISTRICT
2024-2029 STRATEGIC PLAN
PRIORITIES AND GOALS**

Attachment B

TEAM



1. Attract and retain qualified employees at staffing levels that support desired service levels
2. Foster a workforce that is heard, informed, involved and valued
3. Invest in the growth and development of all district employees
4. Support the well-being and safety of all district employees

SERVICE



1. Maintain quality, clean and safe parks, trails and facilities
2. Support the recreational needs of an evolving community through programming, parks, trails and facilities
3. Steward fiscal resources, and further environmental and social sustainability

COMMUNITY



1. Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback, and welcoming to all
2. Expand and leverage collaborations to increase impact



**BEND PARK AND RECREATION DISTRICT
2024-2029 STRATEGIC PLAN
ACTIONS BY PRIORITY**

TEAM



18

SERVICE



14

COMMUNITY



10

Total Action Items

42



**BEND PARK AND RECREATION DISTRICT
2024-2029 STRATEGIC PLAN
PROPOSED ACTIONS BY GOAL AND STRATEGY**

Team

1. Attract and retain qualified employees at staffing levels that support desired service levels
2. Foster a workforce that is heard, informed, involved and valued
3. Invest in the growth and development of all district employees
4. Support the well-being and safety of all district employees

- 1.a Perform new employee survey to gather data to inform changes to the on-boarding process and identify key issues to improve.
- 1.b Meet with different departments and work areas to better understand staffing needs now and in the future.
- 1.c Implement semi-monthly payroll.
- 1.c Evaluate and forecast financial impacts of various employee benefit and wage options for Board Workshop (complete).
- 2.a Conduct an Employee Engagement Survey - Collect insights to prioritize resources to make the most meaningful impact.
- 2.a Evaluate Committees for Effectiveness - Review all district committees to identify opportunities for increased impact and efficiency.
- 2.b Document existing district recognition and appreciation programs, evaluate if the programs have been effective and identify who uses the programs (Sheila Reed).
- 3.a Start creating electronic content for the SDI series to support the in-person training content.
- 3.a Improve channels of communication for existing training and development opportunities.
- 3.a Confirm training requirements for each position and create efficient and effective methods for delivering and documenting trainings.
- 3.a Develop a training program for employees aspiring to lead.
- 3.b Evaluate opportunities for professional aspirations with goal setting on annual performance evaluations with a focus on growth in the district
- 4.a Roll-out EAP app and communicate EAP resources quarterly to employees.
- 4.b Finalize update to park rules ordinance.
- 4.b Adopt facilities code of conduct.
- 4.b Update Mutual Respect Policy.
- 4.b Convene work team to address employee safety concerns at recreational facilities.
- 4.b Launch Emergency Alert system for employees about emergencies and time-sensitive notifications



BEND PARK AND RECREATION DISTRICT 2024-2029 STRATEGIC PLAN PROPOSED ACTIONS

Service

1. Maintain quality, clean and safe parks, trails and facilities
2. Support the recreational needs of an evolving community through programming, parks, trails and facilities
3. Steward fiscal resources, and further environmental and social sustainability

- 1.a Establish a new process for using Maintenance Management System (MMS) to track staff time on specific work being done in the field.
- 1.a Integrate GIS technology to create maps that link specific assets to our irrigation systems.
- 1.a Analyze energy cap reporting and improve utilization process.
- 1.b Evaluate employee time spent driving vs. working to maximize efficiencies.
- 2.a Complete mid-term update to the district's comprehensive plan (complete).
- 2.b Complete new 5-year Recreation Programming Plan including community survey to ensure future recreation programming and resources align with community need.
- 2.b Complete Annual Service Delivery Plans for all major recreation service areas and establish annual review, reporting and revision process.
- 2.b Revise and implement participant evaluations, including recreation facility evaluations and methods to solicit youth feedback
- 3.a Develop and implement standardized chart of accounts.
- 3.a Expand the Financial Forecast to include multiple scenarios to aid in decision making at the Board workshop.
- 3.a Recommend and implement changes to recreation scholarship program to balance long-term financial sustainability and program accessibility for low-income residents.
- 3.b Partner with OSU to update the habitat inventory protocol and complete an updated inventory in 2025.
- 3.c Therapeutic Recreation in partnership with their clients will develop an art gallery that will be publicly displayed at Juniper Swim and Fitness Center (complete).
- 3.c Integrate broader cultural components in community celebrations.

* The listed numbers and letters correspond to identified goals and strategies in the [Strategic Plan](#).



BEND PARK AND RECREATION DISTRICT 2024-2029 STRATEGIC PLAN PROPOSED ACTIONS

Community

1. Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback, and welcoming to all

2. Expand and leverage collaborations to increase impact

- 1.a Evaluate Public Information Plan (PIP) for increased opportunities to have more inclusive engagement.
- 1.a Develop a process for engaging the safety staff/committee during initial project design for all new and remodel projects and include this in updates to the PIP.
- 1.b Therapeutic Recreation to collaborate with the Youth Recreation team to offer an all-abilities camp.
- 1.b Increase program translations in Kids Inc. program in both written materials and in-person.
- 1.b Develop registration help nights to assist and support people to prepare for registrations
- 2.a Research and confirm if the Employee Related Day Care (ERDC) program can be used as an alternative or complement to scholarship program for Kids INC.
- 2.a Research and identify opportunities to improve solicitation of donations through the registration system.
- 2.b Update commitments with organizations, as necessary, to solidify terms of agreements between BPRD and partner organizations.
- 2.b Finalize partnership with Bend Pickleball Club and receive funding to support construction of new pickleball courts in Pine Nursery.
- 2.b Partner with the City of Bend to identify a process for Park Stewards to issue citations.

* The listed numbers and letters correspond to identified goals and strategies in the [Strategic Plan](#).

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 4, 2025
SUBJECT:	System Development Charge (SDC) Ordinance Update
STAFF RESOURCE:	Kristin Toney, Administrative Services Director Sara Anselment, Planner Brian Hudspeth, Planning & Development Director
GUEST PRESENTER:	Paul Taylor, Legal Counsel, BLJ
PREVIOUS BOARD ACTION:	June 4, 2019 - Adopted SDC Methodology, Ordinance No. 12, Resolution No. 421 – Adopting a Methodology for Calculating Park System Development Charges, Resolution No. 422 – Adopting an SDC Capital Projects List, and Resolution No. 425 – Adopting a Fee Schedule for System Development Charges
ACTION PROPOSED:	None - Work session.
STRATEGIC PLAN:	
Service:	Service
Goal:	Steward fiscal resources, and further environmental and social sustainability.
Strategy:	Use financial modeling and other planning tools to holistically evaluate, plan and forecast necessary expenditures for system expansion, operations, and maintenance.

BACKGROUND

As part of mid-term comprehensive plan update the district is updating its - SDC project list, fees, and ordinance. The district's current SDC ordinance was adopted in 2019. As part of this project, the existing ordinance is being reviewed for housekeeping and other necessary legal clarifications or changes. Specifically;

- Adding language that gives the district the ability to interpret the best category for residential uses not otherwise clearly defined. Adding this language will help as housing nomenclature continues to change.
- Updating language to clarify that multiple units on a shared lot, regardless of if they share a wall, will be calculated at the multi-unit rate.
- Defining homeless, domestic violence and other emergency-type shelters to help administer waivers or exemptions more clearly.
- Clarify uses that are considered overnight visitor accommodations.

Staff also seeks the board's feedback on SDC deferrals. Currently, the district allows multi-unit projects to defer the payment of SDCs to occupancy, but the SDCs are then calculated at the rate in

effect *at the time of payment*. Recent changes to the city's SDC program allow all residential projects to defer SDCs until occupancy, but the SDC is charged at the rate in effect *at the time of permit application*. Staff request the board's feedback to determine if the district's ordinance should be revised to allow SDC deferral on a wider range of uses, and the rate to be charged, i.e., the rate in effect at the time of application or the time of payment.

BUDGETARY IMPACT

The ordinance defines the district's SDC program. Depending upon how the ordinance is applied there could be a fiscal impact.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 4, 2025
SUBJECT:	JSFC Pool Cover Recommendation
STAFF RESOURCE:	Matt Mercer, Recreation Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Board feedback and direction
STRATEGIC PLAN:	
Priority:	Service
Goal:	Maintain quality, clean and safe parks, trails and facilities
Strategy:	Take care of what we have by prioritizing investments in existing assets

BACKGROUND

The board was provided an update on the status of the Juniper Swim & Fitness Center 50-meter pool cover at the January 7, 2025 board meeting. Staff shared that the existing structure is reaching the end of its lifespan and can no longer function as designed, including the removal of the roof panels for the summer months. At a minimum, the existing enclosure requires full fabric replacement and a restoration of the frame structure. Even with these investments, it is unlikely that the roof panels could be efficiently and safely removed each year. As a result, district staff has been researching alternative options for meeting the desire to have a year-round pool that can be transformed to an open-air, outdoor pool environment during the summer months.

Staff also shared at the January 7, 2025 board meeting the results of a survey conducted to learn about user desires and preferences for the 50-meter pool environment. The survey confirmed the importance and value of having an open-air, outdoor-like environment during the summer. The survey also demonstrated a desire for sun protection, whether through shade, filtered light or a combination of both. Additionally, users recognized that a structure that could be more easily opened and closed would provide benefits during wildfire smoke events and inclement weather as well as allow for more open-air days during non-summer months. Finally, there was general consensus that people would be willing to trade-off some level of openness for an improved environment during the fall, winter and spring months.

Staff considered user input, initial capital costs, ongoing operational expenses, environmental factors, flexibility of use and building aesthetics when evaluating options. Staff also considered how reliable different structure types performed in facilities of similar size and in a variety of climates. Staff will share a summary of the options considered and a recommendation during the work session. While formal board action is not required at this time, staff is seeking board direction on moving forward to the next stage of planning with the recommended structure. Future board

actions required for the project will include: 1) approval of a design/build procurement process; 2) approval of a design/build contract; and 3) approval of GMP (gross maximum price).

If the board is comfortable with the recommended structure, staff would prepare and issue an RFP for a design/build contract this spring with the goal of having a firm selected and under contract this summer. The earliest that actual construction would begin is September 2026. If construction cannot begin September 2026, the project would likely be delayed until September 2027 as a September start has the least impact on pool users while providing a reasonable weather window for the bulk of construction to occur. The district will be working closely with the contractor throughout the planning and construction stage to minimize the length of closure and impacts on users.

BUDGETARY IMPACT

The proposed Capital Improvement Plan shared at the January 31, 2025 annual board workshop included \$6 million for the pool cover replacement, with \$100,000 in FY 24-25, \$600,000 in FY 25-26 and \$5.3 million in FY 26-27. The recommended solution is likely to cost \$1-2 million more than this. Staff recommended that the pool cover project and other planned Juniper Swim & Fitness Center renovation projects occur on the same schedule and be funded all or partially by a loan to be repaid through general fund resources. This funding strategy was used for the original Juniper Swim & Fitness Center renovation and expansion project in 2006. That loan will be paid off this year and the district has no other debt. Debt payment on a \$ 6 million loan at an estimated annual cost of \$436,000 was included in the financial forecast shared with the board at the annual workshop on January 31, 2025. Should the loan amount increase to \$8 million, estimated annual debt payments would increase to approximately \$623,000.

STAFF RECOMMENDATION

Staff will share a recommendation for the Juniper Swim & Fitness Center 50-meter pool cover at the board meeting

MOTION

None at this time.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 04, 2025
SUBJECT:	Amend Professional Services Contract for Boyd Acres Park Services Complex
STAFF RESOURCE:	Bronwen Mastro, Project Manager
PREVIOUS BOARD ACTION:	April 16, 2024 - Award Professional Services Contract for Boyd Acres Park Services Complex January 4, 2022 - Approved Purchase and Sale Agreement for Boyd Acres Park Services Complex
ACTION PROPOSED:	Approve Amendment #1 to the Professional Services Contract
STRATEGIC PLAN:	
Priority:	Team
Goal:	Support the well-being and safety of all district employees
Strategy:	Keep up with changing workforce needs and adapt how the district works to enhance employee experiences

BACKGROUND

The existing Park Services facilities were built in the 1980s on a sloped site and sized to accommodate support services of the district at that time. The facility is now inadequate to meet today's needs for space, safety and efficient operations. The district has executed a purchase and sale agreement (PSA) with the City of Bend for the purchase of their existing utility shop on Boyd Acres Rd. The complex is located on 5.08 acres and is comprised of four buildings that house office, shop and warehouse space.

The PSA allows the city to occupy the facility until their new facility is completed. However, planning and design for tenant improvements are timed accordingly with the anticipated vacancy of the city at the end of 2025, so that work is ready to commence at their departure.

The district's 2018 Comprehensive Plan identifies the Park Services Complex to be a high priority project, and it remained a high priority in the 2024 Midterm Update to the Comprehensive Plan. This project is included in the district's 2025-29 Capital Improvement Plan (CIP) for implementation.

Since the award of the professional services contract to Stemach Design + Architecture in April 2024, the design team worked with district staff through extensive programming and space planning exercises. This included meetings with each Park Services team to understand how they work and their operational needs. This information was then evaluated and fit into the new campus. A schematic design and cost estimate were developed from the programming efforts.

Because there are some unknowns when working with existing buildings, the design services contract was broken into two phases. This was to help ensure the design and construction budgets were aligned in each phase. The first phase included site analysis, code analysis, programming and schematic design.

The second phase of the contract is the proposed Amendment #1. The scope includes professional services for design development, construction documents, permitting and construction administration. The scope and fees for Amendment #1 are based on the design and cost estimate from the schematic design set. The design work for Amendment #1 is scheduled to start March 2025, with construction anticipated to start January 2026.

BUDGETARY IMPACT

The 2025-2029 Capital Improvement Plan (CIP) allocates \$9,150,000 in property taxes for the project. To date, \$60,899 has been spent on the project leaving \$9,089,101 allocated to complete the project.

The \$6,500,000 purchase price for the property was determined by an appraisal done in 2019. The final purchase price will be determined by a second appraisal to be made at the time of purchase but cannot be more than 10% higher or lower than the baseline value established in the first appraisal per the terms of the signed PSA. Staff is projecting a maximum purchase price of \$7,150,000, for the property. This leaves approximately \$1,939,101 remaining for design, permitting, construction of tenant improvements and other miscellaneous costs.

The negotiated fee for Amendment #1 for professional design services is a cost not to exceed \$403,300. This leaves \$1,535,801 remaining for the construction of tenant improvements and other miscellaneous costs within the current FY25 CIP. Per discussions with the Board during the recent workshop, additional funding is anticipated to complete the proposed project as reflected in the proposed FY2026 CIP.

STAFF RECOMMENDATION

Staff recommend that the board approve Amendment #1, the Boyd Acres Park Services Complex Professional Design Services contract with Stemach Design + Architecture, with a cost not to exceed \$403,300. Staff further recommend the board approve a 10% design contingency of \$40,330 for a total design budget not to exceed \$443,630.

MOTION

I move to authorize the executive director to negotiate and execute Amendment #1 to the professional services agreement for the Boyd Acres Park Services Complex Professional Design Services contract with Stemach Design + Architecture with a cost not to exceed \$403,300, and to approve a 10% design contingency of \$40,330 for a total phase one design budget not to exceed \$443,630.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 4, 2025
SUBJECT:	Authorize Purchase of Property Owned by the Pinebrook Homeowners Association
STAFF RESOURCE:	Brian Hudspeth, Director of Planning and Development Michelle Healy, Executive Director
PREVIOUS BOARD ACTION:	Previously discussed in executive session
ACTION PROPOSED:	Authorize executive director to execute a Purchase and Sale Agreement for the purchase of property owned by the Pinebrook Homeowners Association.
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails, and facilities
Strategy:	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

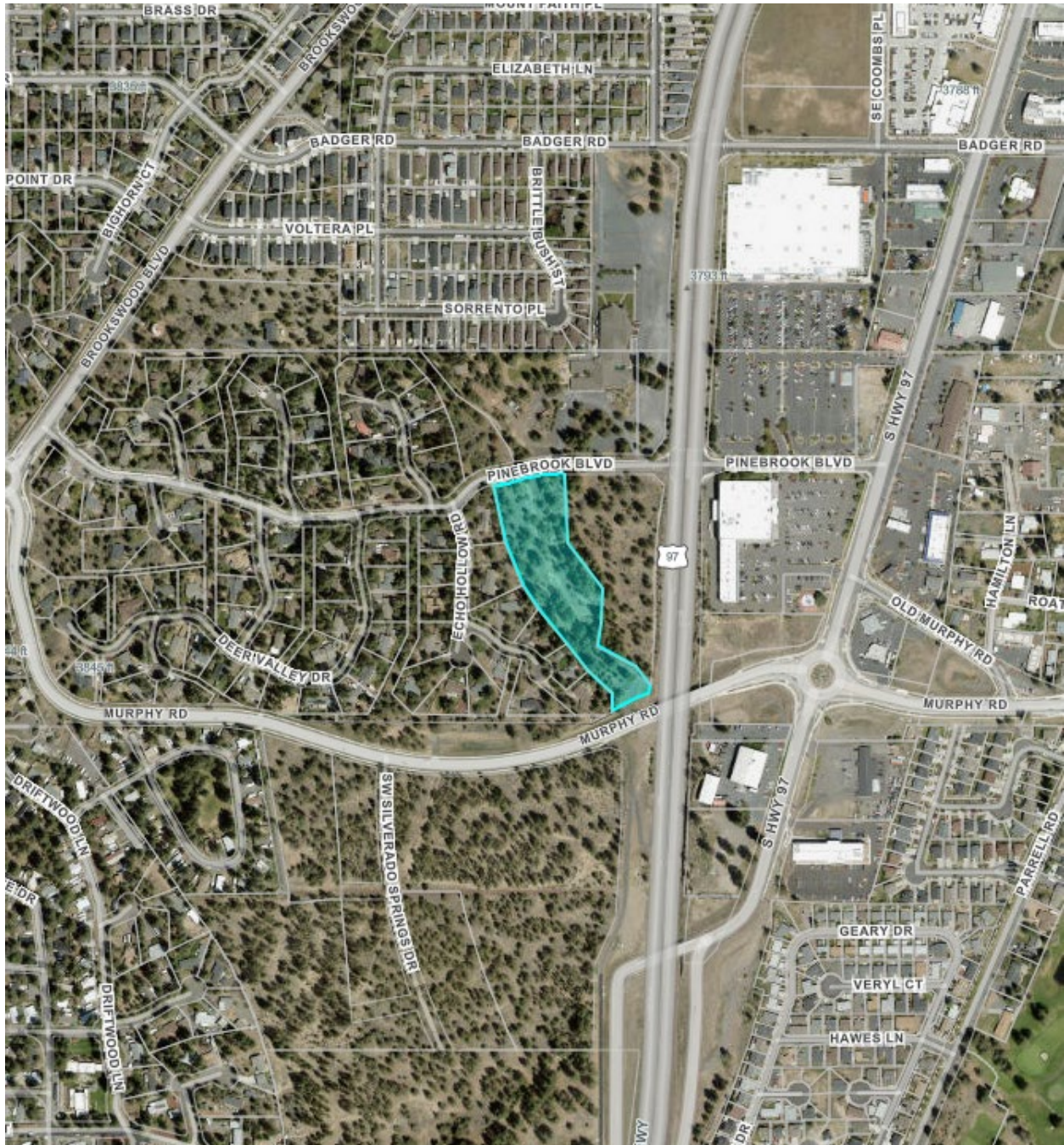


EXHIBIT B

PRELIMINARY DEPICTION OF PURCHASED PROPERTY



Summary of Feb. 18 board of directors meeting

At the Feb. 18 BPRD board of directors meeting, the elected officials discussed a possible bridge crossing and adopted a policy for future stipend payments. A [video recording](#) of the meeting is available.

Deschutes River Trail South UGB Connection & Bike/Pedestrian Bridge workplan options

The possible Deschutes River Trail South UGB & Bike/Pedestrian Bridge project would 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. Dozens of individuals attended the meeting to provide public comment.

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, 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 provided an overview of findings and three potential options for the Deschutes River Trail South UGB & Bike/Pedestrian Bridge project.

The board of directors voted unanimously 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. This will include hiring consultants for facilitation and engineering expertise in addition to involvement from BPRD staff and other state and federal agencies.

Director Hovekamp made a motion 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, Director Schoen seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)

Stipend for board service

Offering a stipend for board service is a best practice that 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.

After consulting with Special Districts Association of Oregon and the Oregon Ethics Commission, it was determined that the board of directors can adopt a policy and vote to approve stipends for board service, set to begin on July 1, 2025, following the May election. Only newly elected board members will be eligible, and participation is optional. The budget impact is estimated to be \$12,000.

Director Schoen a motion to approve the board policy on stipends and reimbursements to take effect July 1, 2025 for newly elected board members. Director Owens seconded. The motion was approved unanimously, 5-0. (Hovekamp, Schneider, Schoen, Owens and Barram)



PLANNING & DEVELOPMENT PROJECT UPDATES March 2025

COMMUNITY AND REGIONAL PARK PROJECTS



Pine Nursery Park Phase 5: The engineering and building permit applications were submitted in late January and the application for a \$150,000 Travel Oregon grant was submitted in February. If awarded, the grant money will help fund existing path renovations and new paths that will improve access and connectivity.

This project will construct the final features identified in the approved development plan for this highly used community park. Project work includes athletic field lighting, artificial turf infields, pickleball courts, new trail connectivity, ADA access improvements, off-leash dog area improvements, maintenance area improvements, landscaping and irrigation. Budget permitting, the project may also include full-court basketball, pickleball court lighting and pedestrian trail lighting.
<https://www.bendparksandrec.org/project/pine-nursery-park-phase-5/>



Sawyer Park Upgrades: Coordination regarding the memorandum of agreement (MOA) for the cultural and historic resource mitigation with the National Park Service (NPS), Oregon Parks and Recreation Department (OPRD) and the Confederated Tribes of Warm Springs is ongoing. When the MOA is complete, BPRD will host a public meeting to share information about it. City permit coordination is also in progress.

Decades of use and increased visitors to the park has created the need for an improved entrance and parking lot. The plans include relocating the parking area closer to O.B. Riley Road, adding accessible parking, habitat restoration, improving trail accessibility, and the addition of a permanent restroom, picnic shelter and river overlook. This project is funded in part by grants from the Land and Water Conservation Fund and the Local Government Grant Program.
<https://www.bendparksandrec.org/project/sawyerparkupgrades/>

NEIGHBORHOOD PARK PROJECTS



Manzanita Ridge: Construction continues at Manzanita Ridge Park. Weather this past month has slowed progress on site, but administrative work is still progressing. Work is anticipated to be complete in the fall of this year.

This property will provide a new neighborhood park for surrounding residents in Shevlin West. The preferred concept design includes open lawn, picnic facilities, a shade shelter, play areas, soft surface and paved trails, benches, bike parking, and ADA designated street parking. A trailhead for the Manzanita Trail is also located in the park.
<https://www.bendparksandrec.org/project/shevlin-west/>

TRAIL PROJECTS



North Unit Canal Trail – Phase 1: The crossing improvements at Brinson Road are anticipated to begin soon, with this portion of the project scheduled to be completed early spring of this year. The district is also in active negotiation with several private landowners for trail easement acquisitions between Canal Row Park and Deschutes Market Road.

This trail in northeast Bend is planned to be a 10-foot-wide multi-use trail with a primarily compacted gravel surface, similar to other canal trails in Bend, while some portions will have asphalt surface. Phase 1 includes the development of the trail between Canal Row Park and the future extension of Yeoman Road, which will also provide access to Pine Nursery Park. The segment of the trail that passes through the new Pahlisch Homes Petrosa subdivision will be transferred to BPRD for management upon completion and will offer connections to interior trails for Fieldstone Park.

<https://www.bendparksandrec.org/project/northunitcanaltrail/>



Riverfront Street Deschutes River Trail Improvements: After receiving strong support from the public and BPRD, the City of Bend decided to proceed with the one-way design concept of Riverfront Street. The project will now enter the design phase, which will refine the one-way preliminary design for construction-ready design documents. Funding for construction has still not been identified, so a further timeline cannot be provided at this time.

Riverfront Street, between Galveston Avenue at Drake Park, to Miller’s Landing Park, is a local street with a sidewalk that has functioned as the DRT for many years. It is one of the last remaining “gaps” along the trail through downtown Bend. In 2023, BPRD and the city signed an intergovernmental agreement as a joint effort led by the City of Bend and supported by BPRD. The renewed project will seek to improve conditions for trail users as well as replace the street and other public infrastructure as needed. <https://www.bendparksandrec.org/project/deschutes-river-trail-riverfront/>



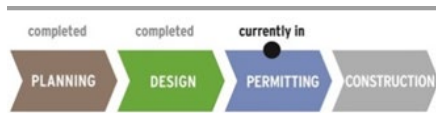
Manzanita Trail: The district has acquired a 3.44-acre piece of property and the final easements necessary to complete the trail between Discovery Park and Shevlin Park. A portion of the trail was completed in the fall of 2024 and the trail is planned to be fully constructed later this spring.

COMMUNITY/REGIONAL PROJECTS



Miller’s Landing Park River Access Project: Construction is in full swing on the two access points at Miller’s Landing Park, with a significant portion of the boulder terracing installed at Access Point 1. Work is expected to last through the winter with completion by summer of 2025.

After opening in 2014, the access points no longer serve the population as intended. The new design improves river access for boaters and river users with mobility restrictions by redeveloping the boardwalk, and the access point at the north end of the park will be improved for swimming, wading and slower-current water recreation. The preferred concept design was completed and approved under the 2023 McKay, Miller’s, and Columbia Park River Access and Restoration project. Funding for the construction of this project includes grant funds from the Bend Sustainability Fund, the Oregon State Marine Board Waterway Access Grant Program, Oregon’s Local Government Grant Program, and a donation from the Joseph & Elizabeth Hoffart Charitable Foundation. <https://www.bendparksandrec.org/project/millers-landing-river-access-project/>



Art Station: Land use applications have been submitted, and the building permit applications are planned to be submitted soon. It is expected that the project will go out to bid this coming spring.

This new facility will be built adjacent to the basketball court at Larkspur Park. It will have an entry space, three classrooms, office space, and restrooms. The surrounding natural space and trails will be a beneficial asset to the Art Station for inspiration and space to create, while preserving the landscape and trail experience to the fullest extent possible.

<https://www.bendparksandrec.org/project/art-station/>



Bend White Water Park Maintenance and McKay Park River Access Project: Additional data analysis and site survey have been completed by the consultants and a report will be developed with the results. Meeting coordination with regulatory agencies is being pursued.

Completed in 2016, the Whitewater Park is due for review and maintenance. The first phase of this project will use survey and engineering analysis to compare the current functions of the park with the original design intent. Once the reports are complete, the district will determine a scope of work for a project to update and improve the whitewater park features. The project also includes improving river access for all users at McKay Park. The preferred concept design was completed and approved in 2023 under the McKay, Miller's, and Columbia Park River Access and Restoration project.

<https://www.bendparksandrec.org/project/bend-whitewater-park-maintenance-and-mckay-park-access/>



Columbia Park River Access Project: The joint permit was submitted to the Army Corps of Engineers and the Department of State Lands, and the Water Quality Certification has been submitted to the Oregon Department of Environmental Quality. Final design documents and WOZ applications with the City of Bend are currently being finalized. The anticipated start date for construction currently remains winter of 2025/2026.

The preferred concept design includes bank improvements to enhance the natural area within this reach of river frontage. Also included is a small, hardened access point for river users to enter and exit the river, or to sit and relax by the water. This project was prioritized from the 2018 Deschutes River Access and Habitat Restoration Plan and the preferred concept design was completed under the 2023 McKay, Miller's, and Columbia Park River Access project.



Southeast Bend Regional Park Site (aka Rose Property): The Hearings Officer reviewing the zone change request issued a recommendation for approval on January 18, 2025. Next, county staff will schedule a public hearing before the Board of County Commissioners and a hearing is anticipated in March or April. The commissioner's decision will be followed by a 90-day appeal period before the ordinance becomes effective.

Purchased in 2023, this large property of approximately 450 acres was acquired for future community park needs as the city expands in the southeast area.

ASSET MANAGEMENT PROJECTS



Park Services Complex: Amendment #1 to the professional services agreement will be brought to the board for approval at the meeting on March 4, 2025. This amendment will cover the remaining design fees to complete the project.

The district has executed a purchase and sale agreement (PSA) with the City of Bend for the purchase of their existing utility shop on Boyd Acres Road to become the new Park Services site. This PSA allows the city to occupy the facility until their new facility is complete, which is anticipated at the end of 2025. The district is developing a design for tenant improvements to be constructed once the district takes ownership of the property.



Hollinshead Park ADA and Preferred Concept Design: The design team continues to work on, and refine, construction documents. Construction is estimated to begin in 2027.

Knowing the importance of this historic property, community members and BPRD staff worked together in 2010 to develop a preferred concept plan for the future of the property. Improvements for the park include a new permanent restroom, ADA-compliant pathways, renovation of the parking area, enclosing the off-leash area, a “history walk” with interpretive signs in collaboration with the Deschutes Historical Society, and a maintenance report to preserve the park’s structures.

<https://www.bendparksandrec.org/project/hollinshead-park/>



Sylvan Park Playground Renovation: Staff completed the initial round of public outreach by issuing a public survey to collect feedback from neighbors about current use of the playground and suggestions on possible play opportunities. 148 surveys were completed by the community. This survey feedback, along with the opportunities and constraints of the site, will be used to develop design concepts for the playground replacement.

The small wood-based playground was built in 1993, no longer serving the needs of the neighborhood. The district will replace the playground and surfacing and create an accessible route to the playground from the parking area.

<https://www.bendparksandrec.org/project/sylvan-park-playground-renovation/>



Boys and Girls Club Wall Renovation: The schematic design cost estimate was completed in February and aligned with staff expectations. The team is moving forward with design development, and they are also working on an amendment to cover a full existing conditions assessment of the building.

The Boys & Girls Club is a historic building on the National Register of Historic Places. The building is owned by Bend Park and Recreation District, operated by the Boys & Girls Club on property owned by the Bend-La Pine School District. The entry to the building from NW Wall Street utilizes an exterior staircase for access to the second floor. The structural wall supporting the staircase is failing and needs to be replaced.

OTHER PROJECTS AND FUTURE DEVELOPMENT

Park Search Area Planning: District planners regularly work with local developers or private property owners to acquire property for new parks and trails in district Park Search Areas as defined by the 2018 Comprehensive Plan: 2024 Midterm Update.

- **Park Search Area 14 (Parkside Place):** District staff have been negotiating a Purchase and Sale Agreement (PSA) with Hayden Homes, LLC for the neighborhood park and trail properties within the Parkside Place subdivision development. The draft PSA was reviewed by the board in February, who supported staff coordination with the developer to execute the PSA, as well as surplus of the nearby Litchfield property. Per the draft PSA, the district acquisition of the property will occur no later than June 30, 2026. After property acquisition, outreach and project design will commence.

Parkside Place is an approximate 37-acre development that will contain a mix of 346 single family, town home and multi-family housing units of which 40%, or 139 units, will be affordable with costs not to exceed 80% of the Area Median Income. The development includes a proposed approximately 4.09-acre neighborhood park and three trail tracts that align with the planned location of the Big Sky Trail.

Discovery Park Art Corridor: After the district approved the installation of up to four art pieces along the Outback Trail in Discovery Park, Brooks Resources applied for and received a \$100,000 grant from Visit Bend's Sustainability Fund for the installation of three art pieces; two sculptures and a community labyrinth. The labyrinth has been completed, with the other two sculptures expected to be installed in 2025. ***A dedication ceremony will be held at 4pm on April 2nd in Discovery Park.***

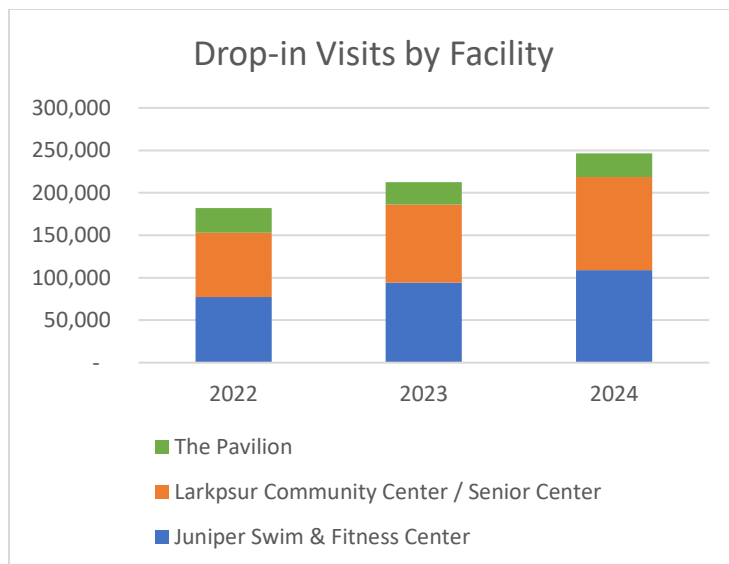
SDC Waivers for Affordable Housing: Park SDC waivers for 637 units have been approved through coordination with the City of Bend's Affordable Housing Committee at a cost to the district of about \$4.16 million in waived SDC fees. The board approved an additional 150 waivers for 2025 and 2026, none of which have been used yet. Staff and legal counsel have completed the necessary deed restriction documents for 15 of the developments, totaling 426 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 32 units.

Diversity, Equity and Inclusion (DEI) Initiative: The DEI committee is working on a communication framework and determining 2025 priorities.

Recreation Seasonal Report – Fall/Early Winter 2024

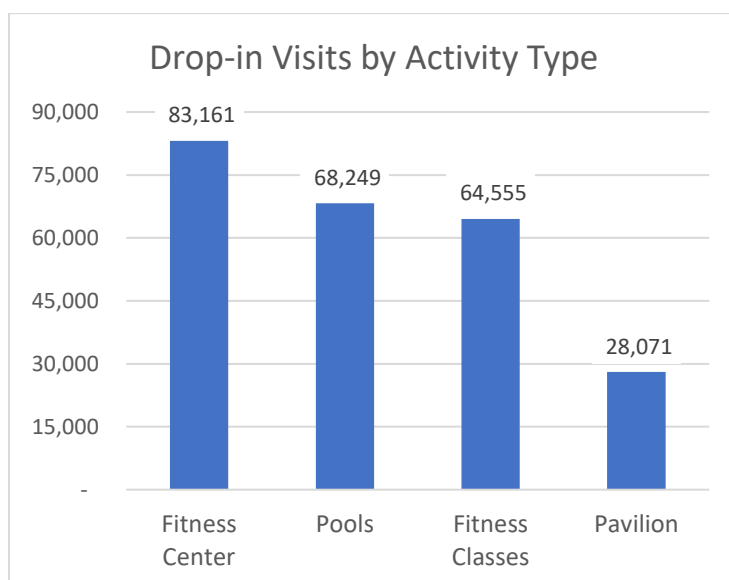
The Recreation Seasonal Reports are intended to provide a high-level summary of recreation services offerings and performance. The Fall/Early Winter Season report covers programs and services offered from September 3rd through December 31st, 2024, and in most cases, includes data for prior years for comparison purposes and to identify trends. Each graph includes a brief interpretation of the data followed by an explanation of the metric used (*in italics*).

Overall growth was higher than expected, especially at the recreation facilities. We had anticipated much slower growth due to capacity limitations during peak times at facilities and in many high demand programs. While we did see slowing growth in registration programs (3%), the growth in visits at recreation facilities of 16% was just under the 17% growth we experienced the previous year. We still expect to see growth slow over the next year as we bump up against capacity.



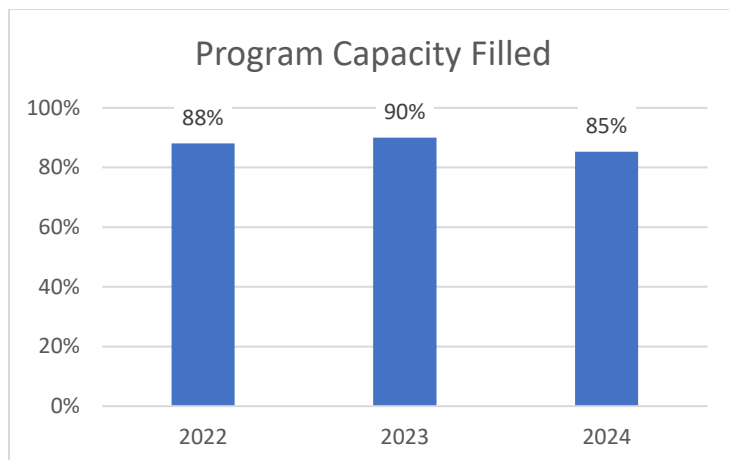
Total drop-in visits increased 16% over last year with Larkspur increasing 19% and JSFC 16%. As described above, this is higher than anticipated and close to last year's increases. The Pavilion increased 6% over last year but was slightly under the previous year record.

Drop-in visits include passholder and single-visit users at recreation facilities. It does not show visits for registered programs (such as swim lessons), facility rentals and competitive user groups.



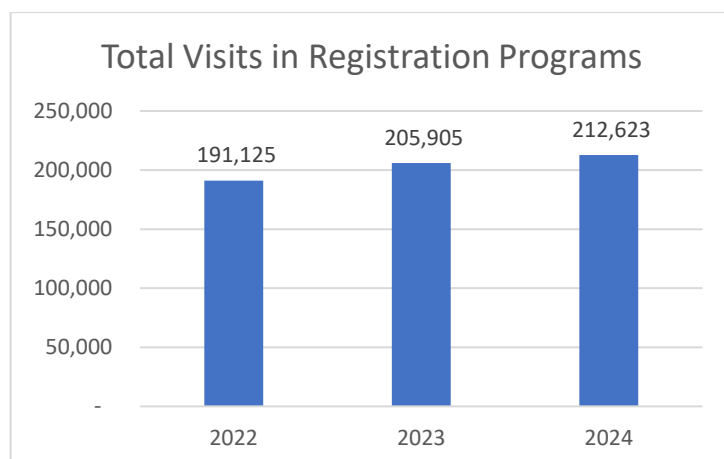
All major areas experienced considerable growth over last year with Fitness Centers continuing to generate the most drop-in visits during the non-summer months. All activity types showed increased use over last year.

The primary purpose for a visit is selected by the user at time of entry. While some people participate in more than one activity in a single visit, they are only counted under their primary purpose. Water exercise classes are shown under Fitness Classes and not Pools. The Pool visits also do not include swim lessons and competitive team use.



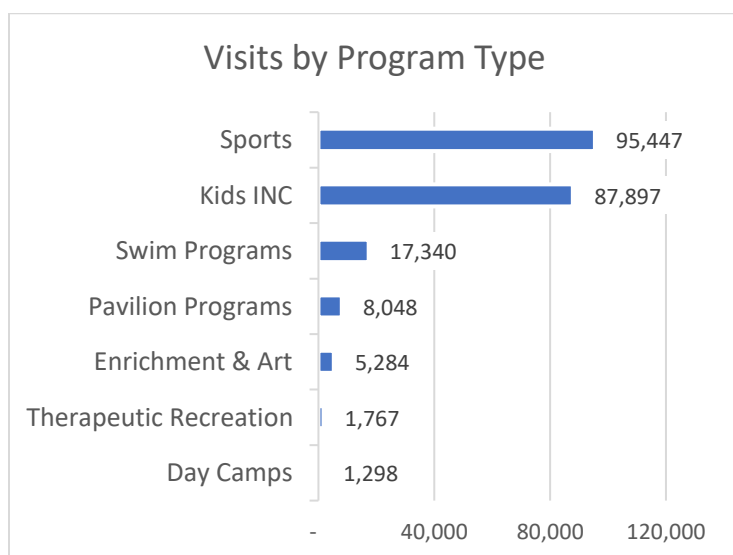
Overall program capacity was slightly lower than last year; however, utilization remains very high by industry standards and there continues to be waitlists for many of the more popular programs.

Program capacity is the % of all available spots filled in registered recreation programs except Kids INC.



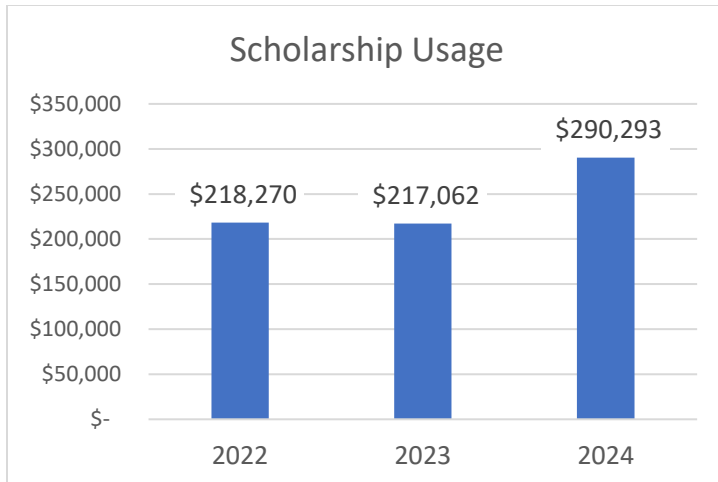
Program visits for all registered recreation programs increased 14% over last year. Program visits are starting to level off without the addition of new programs, and we are at or near capacity in many areas.

Program visits are calculated by multiplying the number of people enrolled in a program by the number of times the program meets.

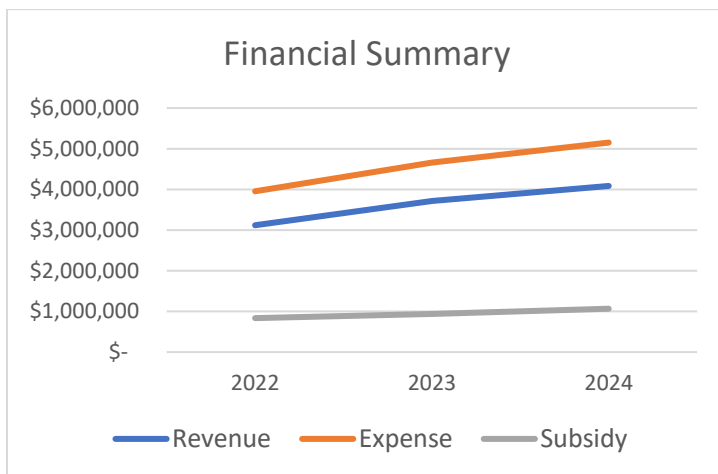


Sports programs typically generate the most visits in the Fall and this year was no exception, although visits were down slightly from last year. Kids Inc, Swim Programs, Pavilion and Therapeutic Rec program visits were all higher than last year while Enrichment and Art visits were down slightly.

Program visits are calculated by multiplying the number of people enrolled in a program by the number of times the program meets.



Scholarship use has increased again this fall after leveling off over the summer months. The majority of the increase is due to Kids INC (\$56,000) which is also the largest user of scholarship funds. The next largest contributor to the increase was JSFC/Larkspur (\$15,000) primarily due to facility passes. The year- to-date increase in scholarship (July-December) is \$65,000.



Revenue and expenses are both running significantly higher than last year as expected but both are tracking budget very closely. At this point, we forecast revenue and expenses to both be under budget for the year, and that the overall subsidy will be less than budgeted.

Total revenue and expenses for the recreation department for the period with the subsidy being the difference.

Fall/Early Winter Highlights:

- Kids INC:** After some early school year challenges meeting staffing needs, Kids INC is fully staffed and operated at full capacity serving 1,250 youth at the 14 elementary school sites. We also received a \$12,000 grant to help support the STEM curriculum that was incorporated into the program last year through a larger start-up grant. Kids INC also integrated the use of Wayfinder, the social-emotional learning curriculum used by Bend La Pine Schools.
- Sports Programs:** We had a record number of flag football participants at 825 and the highest number of middle school basketball league participants since 2018 at 261. We offered a camp for the first time with the Portland Trailblazers where kids not only practiced basketball skills but had the opportunity to hang out with the mascot. We work with over 20 contractors to offer a variety of sport camps to the community.

- **Juniper Swim & Fitness Center** hosted the Oregon High School Water Polo Championships on short notice after the original site became unavailable due to an emergency closure. Juniper is the home facility of all four high schools swim teams and water polo teams as well as year-round club programs for swimming (Bend Swim Club) and water Polo (Bend Waves).
- **Therapeutic Recreation Partnerships:** Due to its popularity, we extended our partnership with Oregon Adapted Sports to offer adaptive cycling this fall at Pine Nursery. Therapeutic Rec also offered its first Climb Night in collaboration with Bend Endurance Academy.
- **Community Celebration:** Our outreach team in collaboration with Pavilion staff and community partners hosted two events at The Pavilion. On September 15, we held a multicultural skate as a part of the City of Bend's Welcoming Week activities. Ukrainian, Hawaiian and Vietnamese culture shares were featured as was well as free skating and food, with over 250 people attending. On December 22, the winter celebration was staged at The Pavilion. Over 250 people also attended this event with substantially more people taking the opportunity to try ice skating than we observed in past years. As usual, a number of community organizations were present offering resources and fun activities, and hot chocolate and Andy's famous cookies were enjoyed by all.
- **Registration Help Nights.** Our customer service and outreach teams combined efforts to create the first registration support events on December 3rd at Larkspur Community Center. The purpose of these mini events is to assist people to prepare for the upcoming registration. Staff is there to help people set up accounts, learn about and select programs, complete scholarship applications and learn about inclusion support services. Bilingual staff are there to support Spanish speakers. We also offer activities for children and snacks for parents with young children. The first night was successful and we plan to do regularly leading up to future registrations.
- **Holiday Events at Senior Center:** We hosted several events to bring holiday cheer to older adults including a Holiday Hangout and Cascade Holiday Concert.

Board Calendar 2025

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

MARCH 18

4 pm: Board Self Eval

WORK SESSION

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

BUSINESS SESSION

- Public Hearing and First Reading of SDC Ordinance- *Kristin Toney (15 min)*
- First Reading Park Rules and Regulation Ordinance – *Julie Brown (20 min)*
- Approve Natural Area Property Purchase and Sale Agreement – *Quinn Keever (20 min)*
- Approve Updated User Fees and Charges Policy – *Matt Mercer (20 min)*

APRIL 1

WORK SESSION

- Park Services Report: Hard surface Program – *Andy Sommerville and Jason Monaghan (15 min)*
- Park usage Report (Placer Ai) Update – *TBD (20 min)*

BUSINESS SESSION

- Bend Elks Lease Extension – *Kristin Toney (10min)*
- Needs Based Assistance Report for FY 24-25 and Approve Plan for FY 25-26 – *Matt Mercer (40 min)*
- Public Hearing and Second Reading of SDC Ordinance- *Kristin Toney (15 min)*
- Second Reading Park Rules and Regulation Ordinance – *Julie Brown (10 min)*
- Approve Athletic Field and Sports Program Guidelines – *Becky Rexford (20 min)*

APRIL 15 – Canceled

APRIL 18

BUDGET TOUR 8:30-3:30

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*