



Bend Metro Park & Recreation District

October 21, 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

3. Award Professional Services Contract - DRT South Refinement Study – *Henry Stroud (30 min)*

EXECUTIVE DIRECTOR’S REPORT

BOARD MEETING SUMMARY – 9/23/2025

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN

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Accessible Meeting/Alternate Format Notification

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

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 21, 2025
SUBJECT:	ORPA Awards
STAFF RESOURCE:	Julie Brown, Community Engagement Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	For informational purposes only
STRATEGIC PLAN:	
Priority:	Community
Goal:	Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback and welcoming to all.
Strategy:	Develop and redevelop parks, trails and facilities to ensure they are welcoming and inclusive.

BACKGROUND

At the recent Oregon Recreation and Parks Association (ORPA) conference in Eugene, the Bend Park and Recreation District team received three awards. Conference attendees include statewide parks and recreation professionals, and the conference provides an opportunity for staff to collaborate, learn and recognize great work in the industry.

Miller's Landing Park won the 2025 Outstanding Innovation Award. The Outstanding Innovation Award recognizes unique and innovative programs or services in the field of parks and recreation. Winners of this award demonstrate a program or service that is new, demonstrates creativity, and elevates the communities served. The project was selected for its improved river access for boaters and river users, with an emphasis on users with mobility challenges to have multiple opportunities to enter and exit the Deschutes River. BPRD worked closely with partners including Environmental Science Associates (ESA) and Empowering Access to design, construct and introduce the project that opened in summer 2025.

Shannon Gilman, BPRD Aquatics Supervisor, was recognized for her 35 years of service to BPRD and was named Aquatics Professional of the Year by the ORPA Aquatics Section. For more than three decades, Shannon mentored generations of lifeguards and swim instructors and developed swimmers of all ages and abilities. In June 1990, she joined BPRD as a swim instructor/lifeguard and went on to serve in many roles over the years.

Attached is the award nomination submitted by Recreation Manager Sue Glenn for Shannon Gilman. The award video for Miller's Landing Park will be shown during the meeting.

Additionally, BPRD was honored with a Life Saving Award that was accepted by Shannon Gilman at the conference. This award goes to an individual or team for their response during a life-

threatening situation or in training and preparation demonstrating staff involvement and lifesaving innovation.

BUDGETARY IMPACT

None

ATTACHMENT

Award Nomination

Award Nomination: Aquatic Professional of the Year

Nominee: Shannon Gilman

It is with great respect and admiration that we nominate **Shannon Gilman** for the **Aquatic Professional of the Year** award. Shannon's extraordinary 35-year aquatics career, the great majority of which was with the Bend Park and Recreation District (BPRD) exemplifies dedication, innovation, leadership, and a lifelong commitment to community well-being through aquatics.

Shannon began her journey in aquatics as a youth swimmer with the Bend Swim Club. In June 1990, she joined BPRD as a Swim Instructor/Lifeguard and went on to serve in nearly every capacity across the department. Her roles have included Aquatic Customer Service Specialist, Aquatics Coordinator (twice), Shift Supervisor, Aquatics Supervisor, and, ultimately, Recreation Supervisor III – Aquatics. Through each of these roles, Shannon has demonstrated excellence, adaptability, and a deep-rooted passion for serving her community.

Throughout her career, Shannon wore many hats and built countless community relationships—with patrons, local clubs, high school teams, and hundreds of staff members. She mentored generations of lifeguards and swim instructors and nurtured swimmers of all ages and abilities. Her legacy is deeply embedded in the fabric of Bend's aquatic culture.

Shannon has been a steadfast advocate for public access to aquatics, ensuring that programs like Recreation Swim, Lap Swim, Family Swim, youth and adult swim lessons (including Spanish-language instruction), Novice Swim Team, Diving, and Masters Swimming remained available and inclusive. Her commitment to access, equity, and safety has strengthened the community's connection to aquatic recreation and wellness.

Her leadership was especially critical during the COVID-19 pandemic. As facilities closed in March 2020, Shannon remained a stabilizing force—staying connected with her team, navigating remote operations, and actively engaging in strategic planning. She led virtual learning initiatives, reviewed key planning documents, and ensured the new Larkspur Community Center Aquatics Facility was thoughtfully developed and equipped.

When it came time to reopen facilities, Shannon led the charge with a comprehensive, well-researched strategy that adhered to OHA guidelines and restored community confidence. Her approach resulted in a rapid return of patrons, with lap swim reservations reaching 97–98% capacity in many weeks. Shannon's leadership not only revived programming at Juniper Swim & Fitness Center but also laid a solid foundation for success at the Larkspur Community Center – Home of the Bend Senior Center.

Known for her consistency and dedication and collaborative work with facilities and fitness teams, Shannon has elevated the standard of aquatic programming in Bend. Her contributions

have led to sustained program growth, operational excellence, and a lasting legacy that will benefit the community for years to come.

Even in retirement, Shannon's passion for community service will continue as she plans to return part-time in a customer service role to stay connected with the community that has meant so much to her.

For her decades of service, unwavering dedication, and transformative impact on aquatics in Bend, we proudly nominate **Shannon Gilman** for the **Aquatic Professional of the Year** award.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 21, 2025
SUBJECT:	Budget Committee Member Appointment Process
STAFF RESOURCE:	Sheila Reed, Assistant to the Executive Director Kristin Toney, Administrative Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	N/A

BACKGROUND

The purpose of this agenda item is for the board to discuss and provide staff feedback to formalize the process for appointments of budget committee members. This year, two Budget Committee member terms are expiring, and both current members have expressed interest in serving another term.

The district's Budget Committee consists of the five board of directors and five community volunteers appointed by the board to serve three-year terms. To be eligible to serve as a budget committee member, according to Oregon's Local Budget Law, a candidate must reside within the district's boundaries, be a registered voter, and be willing to commit to serving a three-year term. Budget Committee members cannot receive compensation for their service.

Historically, the district board has either held an open recruitment or directly reappointed committee members who wish to continue serving upon the expiration of their terms. Starting in 2021, the board has consistently reappointed existing committee members rather than conducting a full recruitment process.

While the board may not want to impose formal term limits for committee members, it may determine whether to reappoint current members or invite new applicants to encourage broader community participation. The board could also consider adopting a practice that allows for a one-time reappointment, after which members wishing to continue serving would reapply through the open recruitment process. Alternatively, the board may elect to make no changes to the most current process and continue reappointing members who wish to serve another term as long as they are eligible.

Recruiting new Budget Committee members requires staff and board time to prepare materials, advertise the opportunity, and review and score applications. It also requires time from the applicants. While this process promotes community engagement, it also requires additional administrative effort and resources. However, as Bend continues to grow, more residents may be interested in serving and contributing to the district's financial planning process, and more frequent

recruitments would expand those opportunities.

BUDGETARY IMPACT

None, the district budgets funds to conduct recruitments annually.

STAFF RECOMMENDATION

Staff are seeking board feedback on how to proceed with filling two vacant budget committee seats this year – direct reappointment, or full recruitment process. Additionally, staff recommend the board approve a more defined process moving forward because it is transparent for the public and provides clear directions to staff on how to manage committee recruitment.

While reappointment is the shortest process, it can limit participation on the committee. However, there are also benefits to committee members serving multiple terms. A process which provides for a defined number of direct reappointments could strike a balance, allowing for efficiency while expanding the opportunity for more participation.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 21, 2025
SUBJECT:	Reed Lane Neighborhood Park Site Naming
STAFF RESOURCE:	Bronwen Mastro, Landscape Architect Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Approve Name for the Reed Lane Neighborhood Park Site
STRATEGIC PLAN:	N/A

BACKGROUND

Per the adopted Park, Facility, Feature and Trail Naming Policy, a five-member Naming Committee makes recommendations to the board regarding the naming of district assets. The Naming Committee met on October 1, 2025 to discuss potential names for the Reed Lane neighborhood park site. Potential names considered by the committee included:

- Maple (or Pine) Glade Park
- Coulter's Corner Park
- Coulter Grove Park (suggested by committee)
- Homestead Park
- Timber Grove Park
- Parkway Pines Park

Additional information, including more details about potential park names, is provided in the Naming Committee staff memorandum included as Attachment A of this report. After discussing the potential names, the Naming Committee members unanimously recommended Coulter Grove Park, a variation of two of the names suggested by staff and the community. More information about the committee's discussions related to the potential park name is provided in the Naming Committee October 1, 2025 meeting notes included as Attachment B of this report.

BUDGETARY IMPACT

Naming of the Reed Lane neighborhood park site will have no direct budgetary impacts to the district. Park signage is already included in the budget for the park site, and the park's entry sign will include the approved park name.

STAFF RECOMMENDATION

Staff recommends that the board approve Coulter Grove Park as the name for the Reed Lane neighborhood park site.

MOTION

I make a motion to approve Coulter Grove Park as the name for the Reed Lane neighborhood park site.

ATTACHMENT

Attachment A – Naming Committee Memo – Reed Lane neighborhood park site

Attachment B – Naming Committee October 1, 2025, Meeting Notes



TO: Bend Park and Recreation District Naming Committee

FROM: Rachel Colton, Park Planner

DATE: October 1, 2025

RE: Reed Lane Neighborhood Park Site Naming

The [Reed Lane Neighborhood Park](#) (park site) is located at the intersection of Reed Lane and Southwest (SW) Coulter Lane, immediately west of Highway 97. The park site was owned by the Coulter Family and purchased by the district in 2023. The parcel the district purchased included property on both the east and west sides of Coulter Lane as illustrated on the Site Plan (Attachment A) and included a total of 4.3 acres. In 2025, the district split the lot and only the approximately 3.17-acre property east of SW Coulter Lane will be developed as a park. The remaining property has been surplused by the district board and may be sold in the future. The site lies within Park Search Area 18 identified in the district's [Comprehensive Plan: 2024 Midterm Update](#) and development of this park will support the district's goal of providing a park within one-half mile of every resident.

The park site is undeveloped but disturbed. The property used to have a residence, irrigation pond and septic system, but those have been demolished and removed from the site. The site is relatively flat with a variety of deciduous and evergreen trees of various sizes and species present on the property. Images of the parks site are included in Attachment B: Site Photos. Possible features that will be developed at the site include, but are not limited to, open lawn, picnic and gathering space, play area, paved path and natural soft surface trails in accordance with the [District's development standards for neighborhood parks](#).

The project to develop this park site commenced in Summer of 2025, with distribution of a design services request for proposals and initial community outreach, and park construction is expected to be complete by the end of 2027.

Outreach

The Park, Facility, Feature and Trail Naming Policy requires community outreach for district asset naming. Specifically, for neighborhood parks, "requests for potential names shall be solicited from the applicable Neighborhood Association and its membership, and as part of the planning and design process."

As part of the project kick off, the district mailed 970 postcards to residents within an approximate three-quarter mile walking distance of the property. The postcard provided information about the upcoming project, including the project website, contract information and QR code and website for the

naming survey. The postcards directed interested parties to the [project website](#), which at that time, included a link to a survey to provide feedback on the project, including potential names. The postcards also included a QR code that could be scanned as a direct link to the survey. The survey was live for three weeks, from August 18 – September 8, 2025. Twenty-one individual survey responses were received in addition to 13 email comments. Many respondents submitted multiple name suggestions, resulting in 30 unique name suggestions.

Only a couple of respondents chose to explain their suggestion, and the explanation was generally related to the Coulter family. The name suggestions came from individuals and were not discussed in a public forum. They leaned very heavily toward three themes: the Coulter family, flora and fauna (trees in particular) and physical geography (street names, canal, etc.). A summary of the Round 1 outreach, including naming feedback, is included as Attachment C of this report.

Potential Names

When considering potential names, staff worked to determine names that fell into one of the five naming categories identified in the naming policy:

- Geographic
- Indigenous, Cultural or Historic
- Native Flora or Natural Feature
- People
- Community Organization

Research to determine potential names included:

- Discussion with Naming Committee members and district staff;
- Multiple site visits to review native flora and fauna as well as geographic wayfinding elements; and
- Internet research to better understand the history and context of potential names, as well as additional potential names.

A total of five potential park names in no particular order are recommended for consideration by the Naming Committee.

- **Maple (or Pine) Glade Park:** This name aligns with the Native Flora or Natural Feature naming category. Names in this category help illustrate the value the community places upon nature and the natural environment. The majority of trees on the site are pine and maple trees, and these trees are generally grouped together on the central portion of the property, with a glade, or open space on the western portion of the property.
- **Coulter's Corner Park:** This name aligns with the People naming category as this property was owned by the Coulter Family for over 50 years prior to the district purchasing the property in 2023. Based upon research by district staff and Rebekah Averette of the Deschutes Historical Museum (Attachment D), the family was well respected by the community. As reflected in the outreach summary (Attachment C), names associated with the Coulter family were a popular suggestion.

- **Homestead Park:** This name aligns with the People naming category as this was the homestead for the Coulter Family. As noted in Julia Coulter’s obituary she enjoyed gardening, making porcelain dolls and ceramics, hand tooling leather, sewing, candy-making and cooking on the property. This name is a more subtle way of acknowledging the history of the property and the Coulter family. It also speaks to the history and development of this part of Bend more broadly, transitioning from rural homesteads to denser, suburban development.
- **Timber Grove Park:** This name aligns with the Native Flora or Natural Feature naming category. There are abundant trees on the property (many of which are expected to remain) and they are centrally located in a grove within the property. This also pays homage to Bend’s history as a logging town.
- **Parkway Pines Park:** This name aligns with the Geographic naming category given the fact that the park site is located immediately adjacent to the Parkway (Highway 97). This name would help facilitate ease of locating the park by acknowledging the proximity of the park to the Parkway. In addition, this name also aligns with the Native Flora or Natural Feature naming category given the large number of pine trees on the property.

The Naming Committee can consider these recommended names, as well as any others when discussing potential names and making their recommendation to the district’s board of directors. The board of directors is tentatively scheduled to review potential names for this park site at their regular meeting on October 21, 2025.

Attachment A.1: Site Map

Attachment A.2: Site Photos

Attachment A.3: Round 1 Outreach Naming Summary

Attachment A.4: Coulter Family Historical Summary

TENTATIVE PLAN

BEING A REPLAT OF PORTIONS OF TRACT 8, BLAKLEY HEIGHTS,
LOCATED IN THE NORTHWEST ONE-QUARTER (NW1/4) OF SECTION 8
TOWNSHIP 18 SOUTH, RANGE 12 EAST WILLAMETTE MERIDIAN,
DESCHUTES COUNTY, OREGON
MARCH 2025

SHEET INDEX:

- BOUNDARY SHEET
- INFRASTRUCTURE SHEET

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 11, 2023
COREY PACHECO
101863

EXPIRES: 12-31-2026

LEGEND

	PLAT BOUNDARY
	ADJACENT PROPERTY LINE
	RIGHT-OF-WAY CENTER LINE
	RIGHT-OF-WAY LINE
	EXISTING RIGHT-OF-WAY DEDICATION
	FOUND MONUMENT

TITLE ENCUMBRANCES AND NOTES

AS DISCLOSED IN FIRST AMERITITLE ORDER NO. 667148AM, EFFECTIVE DATE FEBRUARY 11, 2025. ITEMS 1-4 ARE GENERAL IN NATURE AND/OR NON-SURVEY RELATED ITEMS.

5. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT

RECORDED: NOVEMBER 3, 1957
INSTRUMENT NO.: 123-392

- NOT PLOTTABLE EASEMENT SERVICING WATER TO PROPERTY SHOWN AS INST. NO. 2020-584 HEREON. UNKNOWN EFFECT.

6. LIMITED ACCESS PROVISIONS CONTAINED IN DEED FROM JULIA F. COULTER TO STATE OF OREGON, BY AND THROUGH ITS STATE HIGHWAY COMMISSION, WHICH PROVIDED THAT NO RIGHT OR EASEMENT OF RIGHT OF ACCESS TO, FROM OR ACROSS THE STATE HIGHWAY OTHER THAN EXPRESSLY THEREIN PROVIDED FOR SHALL ATTACH TO THE ADJUTING PROPERTY,

RECORDED: APRIL 19, 2000
INSTRUMENT NO.: 2000-15211

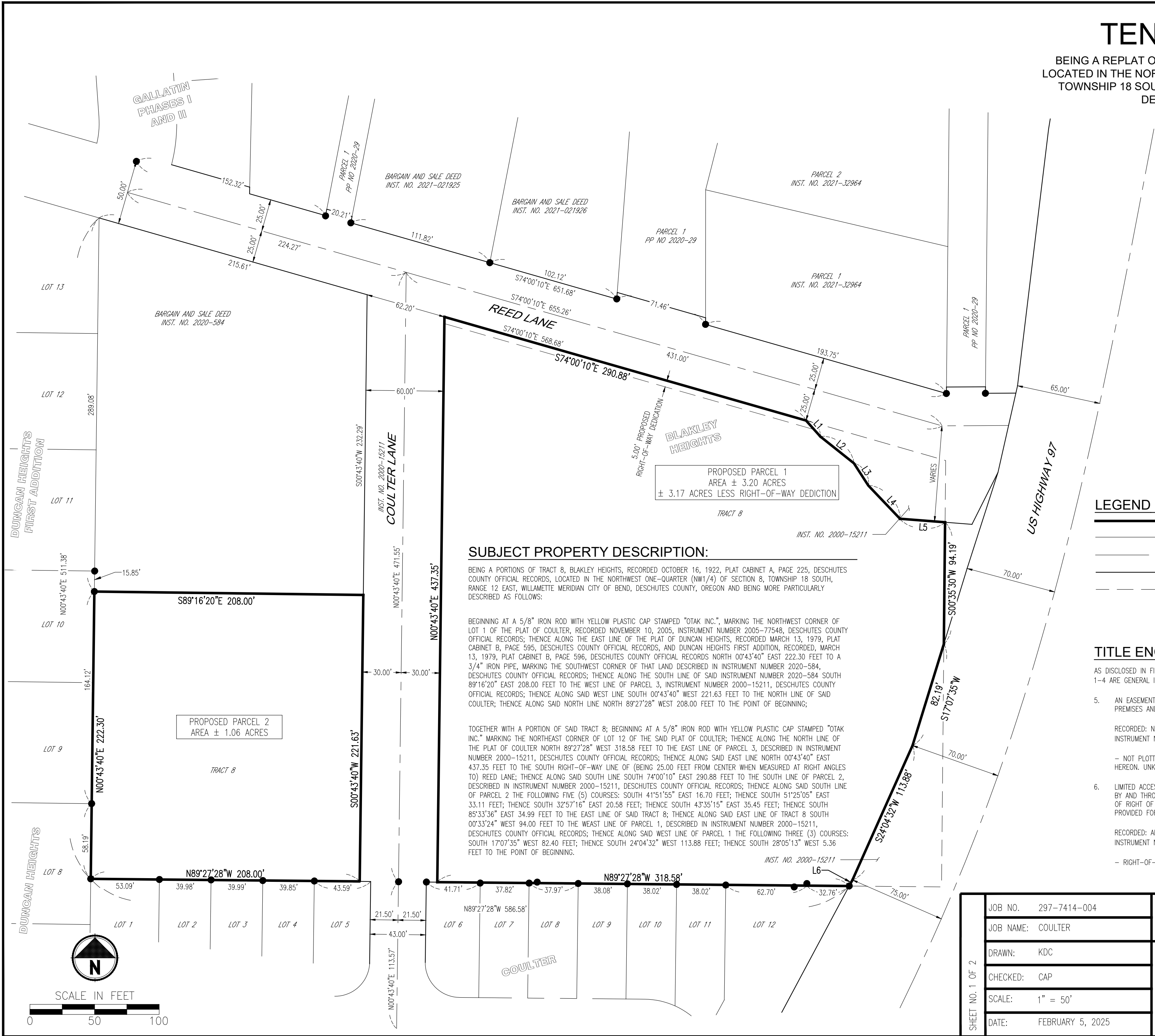
- RIGHT-OF-WAY DEDICATIONS TO OREGON STATE AS SHOWN HEREON

SUBJECT PROPERTY DESCRIPTION:

BEING A PORTIONS OF TRACT 8, BLAKLEY HEIGHTS, RECORDED OCTOBER 16, 1922, PLAT CABINET A, PAGE 225, DESCHUTES COUNTY OFFICIAL RECORDS, LOCATED IN THE NORTHWEST ONE-QUARTER (NW1/4) OF SECTION 8, TOWNSHIP 18 SOUTH, RANGE 12 EAST, WILLAMETTE MERIDIAN CITY OF BEND, DESCHUTES COUNTY, OREGON AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "OTAK INC.", MARKING THE NORTHWEST CORNER OF LOT 1 OF THE PLAT OF COULTER, RECORDED NOVEMBER 10, 2005, INSTRUMENT NUMBER 2005-77548, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE ALONG THE EAST LINE OF THE PLAT OF DUNCAN HEIGHTS, RECORDED MARCH 13, 1979, PLAT CABINET B, PAGE 595, DESCHUTES COUNTY OFFICIAL RECORDS, AND DUNCAN HEIGHTS FIRST ADDITION, RECORDED, MARCH 13, 1979, PLAT CABINET B, PAGE 596, DESCHUTES COUNTY OFFICIAL RECORDS NORTH 00°43'40" EAST 222.30 FEET TO A 3/4" IRON PIPE, MARKING THE SOUTHWEST CORNER OF THAT LAND DESCRIBED IN INSTRUMENT NUMBER 2020-584, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE ALONG THE SOUTH LINE OF SAID INSTRUMENT NUMBER 2020-584, SOUTH 89°16'20" EAST 208.00 FEET TO THE WEST LINE OF PARCEL 3, INSTRUMENT NUMBER 2000-15211, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE ALONG SAID WEST LINE SOUTH 00°43'40" WEST 221.63 FEET TO THE NORTH LINE OF SAID COULTER; THENCE ALONG SAID NORTH LINE NORTH 89°27'28" WEST 208.00 FEET TO THE POINT OF BEGINNING;

TOGETHER WITH A PORTION OF SAID TRACT 8; BEGINNING AT A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "OTAK INC." MARKING THE NORTHEAST CORNER OF LOT 12 OF THE SAID PLAT OF COULTER; THENCE ALONG THE NORTH LINE OF THE PLAT OF COULTER NORTH 89°27'28" WEST 318.58 FEET TO THE EAST LINE OF PARCEL 3, DESCRIBED IN INSTRUMENT NUMBER 2000-15211, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE ALONG SAID EAST LINE NORTH 00°43'40" EAST 437.35 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF (BEING 25.00 FEET FROM CENTER WHEN MEASURED AT RIGHT ANGLES TO) REED LANE; THENCE ALONG SAID SOUTH LINE SOUTH 74°00'10" EAST 290.88 FEET TO THE SOUTH LINE OF PARCEL 2, DESCRIBED IN INSTRUMENT NUMBER 2000-15211, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE ALONG SAID SOUTH LINE OF PARCEL 2 THE FOLLOWING FIVE (5) COURSES: SOUTH 41°51'55" EAST 16.70 FEET; THENCE SOUTH 51°25'05" EAST 33.11 FEET; THENCE SOUTH 32°57'16" EAST 20.58 FEET; THENCE SOUTH 43°35'15" EAST 35.45 FEET; THENCE SOUTH 85°33'36" EAST 34.99 FEET TO THE EAST LINE OF SAID TRACT 8; THENCE ALONG SAID EAST LINE OF TRACT 8 SOUTH 00°33'24" WEST 94.00 FEET TO THE WEAST LINE OF PARCEL 1, DESCRIBED IN INSTRUMENT NUMBER 2000-15211, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE ALONG SAID WEST LINE OF PARCEL 1 THE FOLLOWING THREE (3) COURSES: SOUTH 17°07'35" WEST 82.40 FEET; THENCE SOUTH 24°04'32" WEST 113.88 FEET; THENCE SOUTH 28°05'13" WEST 5.36 FEET TO THE POINT OF BEGINNING.



SHEET NO. 1 OF 2	JOB NO.	297-7414-004	PREPARED FOR: BPRD	
	JOB NAME:	COULTER		
	DRAWN:	KDC	Parametrix 150 NW Pacific Park Lane, Suite 110 • Bend, OR 97701 Ph: 541.508.7710	
	CHECKED:	CAP		
	SCALE:	1" = 50'		
	DATE:	FEBRUARY 5, 2025		

TENTATIVE PLAN

BEING A REPLAT OF PORTIONS OF TRACT 8, BLAKLEY HEIGHTS,
LOCATED IN THE NORTHWEST ONE-QUARTER (NW1/4) OF SECTION 8
TOWNSHIP 18 SOUTH, RANGE 12 EAST WILLAMETTE MERIDIAN,
DESCHUTES COUNTY, OREGON
MARCH 2025

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 11, 2023
COREY PACHECO
101863

EXPIRES: 12-31-2026

LEGEND

	PLAT BOUNDARY
	ADJACENT PROPERTY LINE
	RIGHT-OF-WAY CENTER LINE
	RIGHT-OF-WAY LINE
	EXISTING RIGHT-OF-WAY DEDICATION
	FOUND MONUMENT
	EXISTING CURB LINE
	EXISTING CONCRETE
	EXISTING FENCE LINE
	EXISTING SANITARY SEWER LINE
	EXISTING STORM DRAIN LINE
	EXISTING WATER LINE (GIS)
	EXISTING POWER LINE
	EXISTING OVERHEAD LINE
	EXISTING STORM CATCH BASIN
	EXISTING STORM MANHOLE
	EXISTING SANITARY CLEAN OUT
	EXISTING SANITARY MANHOLE
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING COMMUNICATIONS RISER
	EXISTING POWER TRANSFORMERS
	EXISTING MAIL BOX
	EXISTING STREET SIGN
	EXISTING TREE
	EXISTING T-POST/FENCE POST

PROPOSED PARCEL 1
AREA ± 3.20 ACRES
± 3.17 ACRES LESS RIGHT-OF-WAY DEDICATION

PROPOSED PARCEL 2
AREA ± 1.06 ACRES



SCALE IN FEET

0 50 100

SHEET NO. 2 OF 2	JOB NO.	297-7414-004	PREPARED FOR: BPRD	
	JOB NAME:	COULTER	Parametrix 150 NW Pacific Park Lane, Suite 110 • Bend, OR 97701 Ph: 541.508.7710	
	DRAWN:	KDC		
	CHECKED:	CAP		
	SCALE:	1" = 50'		
	DATE:	FEBRUARY 5, 2025		



Park Site view from the intersection of Reed Lane and SW Coulter Lane



Western portion of the park site



View of park site from cul-de-sac on north side of property



Looking SE at treed portion of property

Reed Lane Neighborhood Park Site – Round 1 Outreach Naming Summary

Project Summary and Background Information

The [Reed Lane Neighborhood Park Site](#) is a 3.17-acre property located in southwest Bend. The property is bordered to the north by Reed Lane and to the east by Highway 97.

The district has been actively pursuing neighborhood park properties in underserved areas to meet the 2018 Park and Recreation District Comprehensive Plan goal of providing a park within one-half mile of every resident. The district purchased this 4.3-acre property in 2023 to fulfill Search Area 18. The property is being partitioned into two parcels, parcel 1 has been designated as a future neighborhood park. The 3.17-acre property will provide a neighborhood park for residents in Park Search Area 18.

The existing site condition is undeveloped but disturbed. The property used to have a residence that has been removed. The site is relatively flat with the high point being in the southeast corner. A variety of deciduous and evergreen trees of various sizes and species exist on the property, concentrated primarily in the center of the site.

Possible features to develop the site may include, but are not limited to: open lawn, picnic and gathering space, play area, paved path, and natural soft surface trails in accordance with the district's Development Standards for neighborhood parks.

Project Schedule

The first round of public outreach began August 2025 with the goal of informing residents of the upcoming project and to solicit park name ideas.

The Informal Request for Proposals (I-RFP) RFP for the design consultant was sent to all landscape architecture and civil engineering firms on the district's *list of interested consultants* on August 21, 2025. Both the park name and design consultant contract are anticipated to go to the board for approval at the October 21, 2025 meeting.

The second round of public outreach will occur concurrently with survey and site investigation. The second round of public outreach will involve gathering information about what amenities people would like to see in the park. This information will inform the development of the three conceptual designs which are anticipated to be complete early 2026.

Two additional rounds of public outreach are anticipated to take place in the winter/spring of 2026. The focus will be to solicit input on conceptual design options that will then be refined into a preferred concept design. The preferred concept design is anticipated to go to the board for approval spring 2026.

The preferred concept design will be the basis for construction document development. Construction is anticipated to start spring 2027 and to be complete by the end of year 2027.

Naming Outreach

Public outreach commenced the week of August 18 when approximately 970 postcards were mailed to residences within approximately .75-mile walking distance from the park property. The postcard provided information about the upcoming project, including the project website, contact information and a QR code and website for the naming survey.

The survey was live for three weeks, from August 18 – September 8, 2025. 21 individual survey responses were received in addition to 13 email comments. Many respondents submitted multiple name suggestions, resulting in 30 unique name suggestions.

Only a couple of respondents chose to explain their suggestion, and the explanation was generally related to the Coulter family, who owned the property prior to selling it to the district. The name suggestions came from individuals and were not discussed in a public forum. They leaned very heavily toward three themes; the Coulter family, flora and fauna (trees in particular) and physical geography (street names, canal, etc).

Name Suggestions

The following name suggestions were received as part of the public outreach process, organized roughly by category. Most names were suggested only one time, however, if there is a number in parenthesis it indicates the number of times it was suggested by unique individuals. Explanations, when provided are also included.

Coulter Family

Coulter Park (6): Honor whomever donated or sold the land to park and rec instead of developing for profit - making it possible to become a park. Recognition to whoever made this happen.

Coulter's Corner Park

Coulter Pines Park (also flora and fauna related)

Foster Park: I do think this family deserves recognition for their history in Bend and fostering so many children.

Homestead Park

Flora and Fauna

Deer Xing Park (Deer Crossing Park)

Fawn Park

Maple Park: For all the maples on site

Mourning Dove Park

Owl's Nest Park

Pine Park

Timber Grove Park

Willow Park

Willow Way Park

Physical Geography

Canal Park

Canal View Park

Duncan Heights Park

Flowing Water Park

High Desert Park (note there is already an undeveloped park site with this name)

Merrie Park (2)

Merriewood Park

Parkway Pines Park (also flora and fauna related)

Reed Park

Reed Lane Park

Reedly Park

Southern Crossing Park

Miscellaneous

Grant Park

Hunter Park

Kauis Park (no explanation was provided, but the meaning of the name is “joyful” or “rejoice”)

Nectar Park

The Coulter Family History

For additional context, below is an excerpt from Julia Coulter’s obituary to provide a brief picture of the Coulter family history. Two of her children (Neil and Julie) are still alive and living in Bend.

A native and lifelong resident of Bend, Julia Frances Coulter joined her heavenly father Tuesday, Oct. 29, 2013. She passed away peacefully at her home in the arms of her children.

She celebrated her 88th birthday on Aug. 17, surrounded by friends and family at the home where she lived the past 54 years.

Julia was born in 1925 to Hattie (Brown) Steppe and Frank Henderson. She attended Reid and Kenwood schools and graduated from Bend High School in 1943. During the war years, she joined her mother and brother Gerald at Shumates and Shevlin-Hixon mills making wooden ammunition boxes to support the war effort. She married Army veteran Ted (Theodore) William Coulter on December 21, 1947. Together they had four children – Neil, Mel, Julie and Carol.

After Ted was diagnosed with cancer, Julia chose to care for him at home so he could remain with his family. He passed away May 25, 1968. Those who watched Julia provide round-the-clock care, urged her to consider the nursing profession as a way of sharing her compassion and empathy with others. She enrolled in nursing classes at Central Oregon Community College, earning academic honors and becoming a licensed practical nurse. She began working at St. Charles Hospital while attending college and became a full-time nurse in 1970. Her devotion to patients and their families extended far beyond their physical needs. That commitment earned hospital employee of the year honors in 1972. She retired from St. Charles in 1991.

She enjoyed gardening on the five-acre farm south of Bend, making porcelain dolls and ceramics, hand-tooling leather, sewing, candy-making, cooking and watching Seattle Mariners baseball games. In her early years, she was an accomplished bowler and won many individual and team tournaments. Julia is survived by son Neil and daughter Julie, who live in Bend; son Mel, of Kuna, Idaho; and daughter Carol of Boise, Idaho; granddaughters Charisa and Calli Coulter, of Kuna and Chelsea (John) White of Nashville; and her only great grandson Brendan (Coulter) White. Survivors also include lifelong friends Helen Judy of West Lynn, Oregon; Don Manwiller and Alice McCullough, both of Bend. She was like a mother to many, including Glenda Peters and Debbie (Poole) Breadon and several foster children. Mother Hattie, father Frank, brother Gerald, daughter-in-law Brenda Coulter and lifelong friend Rae Manwiller preceded her in death.

Coulter Family History:

The Coulter name in Bend can be traced to Gervase Hubert Coulter, born in PA in 1870. He married Winona Ashley, who was born in South Dakota, in 1904 (they were married in Montana). Gervase passed away from leukemia in 1925 in Montana. At the time, the couple had already had at least 7 children. Sometime after the death of Gervase, Winona made her way to Walla Walla, WA, where she married Joe Egg in 1927. He already had at least three children from his first marriage to Dorothy Egg (Dorothy Carvey Ackerman). Dorothy and Joe had lost at least one daughter to death when she was very young. When Joe and Winona married, she was 51 years old, and he was 39.

Winona was a very accomplished woman, active in the Moose Lodge (elected Moose Mother in 1950), a part of the Royal Neighbors of America (a group that helped underserved women with scholarships, insurance, etc.). Her gravestone at the Pilot Butte Cemetery reads, "Beloved Mother of Many".

Sometime between 1930 and 1940, the couple made their way to Bend. Joe Egg had a well-known blacksmith shop in downtown Bend.

One of Gervase and Winona's sons was named Theodore William Coulter. Theodore was born in 1913 and was a member of the Eagles. Theodore served for 32 months in active duty in the South Pacific and returned from service in 1944.

Theodore Coulter married Julia Henderson in 1947. Julia was the daughter of Hattie and Frank Henderson. She attended Reid and Kenwood Schools and graduated from Bend High School in 1943. Julia did have one early marriage at the age of 17 to an 18-year-old soldier named Norman Garlington in 1943. The couple were divorced by 1946 and had no children. The stated reason for divorce was "cruelty". Julia married Theodore shortly after at Trinity Episcopal in a well-documented and well-attended wedding. The couple would eventually have four children.

Julia's mother, Hattie, remarried Joe Steppe in Bend in 1949. Julia was the matron-of-honor at her mother's second wedding.

The extended Egg/Coulter/Henderson family seems to have been close knit and there are many mentions of them in the society columns of the Bulletin attending various bowling events, parties, showers, etc.

Julia's mother and stepfather both worked for Shevlin-Hixon and her family reports that Julia also worked at the Shevlin-Hixon box factory during the war.

Theodore Coulter died of glioblastoma in 1955 and is buried in Pilot Butte Cemetery. After his death, Julia attended college, became a nurse, and worked at St. Charles. She received “Hospital Employee of the Year” in 1972 and retired in 1991.

Summary: This is just an initial survey of the Coulter family and there is much more to discover. For the purposes of the Naming Committee, at this point it doesn’t appear there is anything that would make naming a park after them contentious. They seem to have been a well-connected, civic-oriented, close-knit, and involved family. They were working class and the family was mostly involved in the timber/lumber/blacksmith industries.



Naming Committee

Meeting Date: October 1, 2025
 Meeting Time: 9:00am
 Location: Bend Park and Recreation District Conference Room A, 799 SW Columbia Street
 Virtual Meeting Details: [Join the meeting now](#), Meeting ID: 239 633 555 294 3, Passcode: 6b8rP92B

AGENDA

- 1. Welcome and Staff Introductions – meeting attendees included the following individuals:**
 - a. BPRD Staff – Kelsey Schwartz, Rachel Colton, Bronwen Mastro
 - b. Naming Committee – Mark Johnson, Rebekah Averette, Jane Dunham, Chad Martin, Robin Vora (phone)
 - c. Other – Dean Harris (alternate)
- 2. Naming Committee Member Introductions**
 - a. After BPRD staff members introduced themselves and their role with the district, all members of the committee introduced themselves, their backgrounds, and why they wanted to be on the Naming Committee.
- 3. Review of the Naming Policy/Approach to Naming**
 - a. Ms. Colton reviewed the Naming Policy and the recent updates to the policy, which are primarily in relation to specificity for feature naming, and updates regarding member appointments and terms. The policy is guided by five guiding principals; positive, relevant, welcoming, fact based, and (no) privilege. Next, there are five naming categories: geographic, indigenous/cultural/historical, native flora/natural feature, people, and community organization. The process of naming follows four steps, public engagement, staff recommendation, naming committee review, and board approval.
 - b. Next, Ms. Colton reviewed the responsibilities of BPRD staff and the committee members. BPRD staff offer opportunities, listen, and provide materials. The committee should participate, be prepared, advise, be informed, respect each other, and engage in public meetings.
- 4. Reed Lane Neighborhood Park Site Naming**
 - a. Staff presentation including potential name recommendations, discussion of the history of the Coulter family by Rebekah Averette, opportunity for public comment, committee discussion and naming recommendation. Feature naming was also discussed, and it was confirmed by Ms. Colton that the Naming Policy allows for final decision on feature naming to be made by the executive director, but suggestions and thoughts can be provided to the executive director from the naming committee.
 - b. **Group discussion:**

- i. Ms. Averette conducted research on the Coulter Family, which is included in the packet. The family appears to be a very solid, blue-collar family with no “skeletons in the closet”. Ms. Averette shared stories of Winona and Julia.
- ii. Mr. Johnson asked if staff knew how the street along the park came to be named Coulter
 - 1. Ms. Schwartz shared that when the property was divided to create the street to the development/homes south of the property, the developer (family) likely had the opportunity to name the street, similar how it’s done for larger subdivisions.

c. Public Comment:

- i. Mr. Harris shared that he liked the Coulter’s Corner name for the human history in that area and their family legacy. He appreciates the individual who attended the board meeting to speak about the family and request the park be named in their honor. The park district has precedence for parks being named for people. Lastly, he shared that the other suggested names seemed less unique to him, and there are negative connotations of the word “homestead”. He confirmed he reviewed that Bureau of Land Management (BLM) website and that there are no homesteads in Oregon.

d. Committee Member Feedback:

- i. The five name suggestions from district staff are: Maple (or Pine) Glade Park, Coulter’s Corner Park, Homestead Park, Timber Grove Park, Parkway Pines Park
 - 1. Robin Vora – Mr. Vora asked if there is an actual maple glade in the park. Ms. Mastro shared that there are multiple maples on site, and they run like a spine through the park. He also asked why corner was suggested, as corner usually refers to small or pocket style park. Ms. Colton said it came from the property being on a corner. With this feedback, Mr. Vora says he prefers just Coulter Park to honor the family. He is fine with Maple, but Pine is used in many other parks.
 - 2. Jane Dunham – Ms. Dunham says that Coulter Corner was her first choice, but whether corner is used or not, is not as important to her. She feels the other nature names may make things confusing with all the other parks with nature-based names. She agrees with Mr. Harris in regard to the word homestead and that we already have Hollinshead Park. Parkway Pines is her 2nd choice.
 - 3. Chad Martin – Mr. Martin said homestead also made him think of Hollinshead Park. He is not in favor of Timber Grove and Parkway Pines. He likes Maple Glade or Coulter Park. Corner insinuates a commercial area to him, so it doesn’t feel correct for this park.
 - 4. Rebekah Averette – Ms. Averette also had a similar reaction to homestead. She also does not like the word corner in the name. While the group was speaking, Ms. Averette looked up the word Glade, and it refers to an open and often rocky, grassy area. Grove would make more sense for this property. She feels Coulter Park feels boring and suggested “Coulter’s Grove”.
 - 5. Mark Johnson – Mr. Johnson visited the park on Sunday and values that the park will serve the people who live there but also creates interest for non-area residents. He likes the family connection and honoring them with the name, whether through the park name and/or an interpretive sign.
 - a. Ms. Averette noted that she doesn’t believe the Coulters had a homestead, and Mr. Harris confirmed that it was not in this county based on his research.

- ii. Using the feedback, Ms. Colton said that a name with Coulter seemed like an agreed focus. She listed the options of Coulter Park, Coulter's Corner, or Coulter's Grove.
 - 1. Ms. Dunham leaned towards Coulter's Grove to tie in the flora and fauna there.
 - 2. Mr. Martin agrees, and notes Coulter's Grove includes a geographic location with the street name.
 - 3. Mr. Johnson adds that using Grove gives the image of trees and shade being offered at the park.
 - 4. Mr. Vora favors just Coulter Park, but he is okay with Grove being added if the group prefers. Mr. Vora noted concerns about a three-word name, and the apostrophe for signage.
 - 5. After discussion, the committee decided the name does not need to be possessive and the apostrophe can be dropped. The committee officially recommends Coulter Grove Park.

5. Next steps

- a. Notes will be finalized and sent to the committee for review and final notes will be included in the board packet relevant to this item.
- b. Board review of Reed Lane Neighborhood Park Site Name Recommendation
 - i. Tentatively scheduled for October 21, 2025

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 21, 2025
SUBJECT:	Reed Lane Neighborhood Park Site Professional Services Contract Award
STAFF RESOURCE:	Bronwen Mastro, Landscape Architect
PREVIOUS BOARD ACTION:	Oct. 17, 2023, Approved property purchase, Oct. 21, 2025, Consider park name for Search Area 18 property
ACTION PROPOSED:	Approve the professional services contract for the Reed Lane Neighborhood Park Site design consultant
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 pursuing neighborhood park properties in underserved areas to meet the 2024 Comprehensive Plan Midterm Update goal of providing a park within one-half mile of every resident. The district purchased this 4.3-acre property in 2023 to fulfill Search Area 18.

The property is being partitioned into two parcels. Parcel 1 has been designated as a future park site. Parcel 2 is surplus property. Parcel 1 is 3.17-acres and will provide a neighborhood park for residents in Park Search Area 18. The existing site condition is undeveloped but disturbed. The property had a residence that was removed. Possible features to develop the site may include open lawn, picnic and gathering space, play area, paved path, and natural soft surface trails.

On August 21, 2025, district staff sent an Informal Request for Proposal (I-RFP) for Professional Design Services for the Reed Lane Neighborhood Park Site. The scope of work in the I-RFP included the services necessary to complete outreach, design, construction documents, permitting and construction administration for this neighborhood park project.

Nine proposals passed the first round of review and moved onto interviews September 15-23, 2025. The interviews were conducted by a committee of three district staff. The consulting team led by Understory Landscape Architecture, LLC from Bend, Oregon was selected to enter contract negotiations with BPRD.

It is expected the preferred concept design will be completed in spring 2026 and the project will be ready to bid in the following spring (2027).

BUDGETARY IMPACT

The 2026-30 Capital Improvement Plan includes \$1,750,000 in system development charges for the design and construction of a neighborhood park on the Reed Lane property. To date, \$139,124 has been spent on planning efforts and demolition of existing structures, leaving \$1,610,876 available to complete the project. The negotiated fee for the professional design services with Understory Landscape Architecture, LLC is a cost not to exceed \$205,388.

STAFF RECOMMENDATION

Staff recommend approval of the Reed Lane Neighborhood Park Site Professional Design Services contract with Understory Landscape Architecture, LLC with a cost not to exceed \$208,888. Staff further recommend the board approve a 10% contingency of \$20,889 for a total design budget not to exceed \$229,777.

MOTION

I make a motion to authorize the executive director to execute the Reed Lane Neighborhood Park Site Professional Design Services contract with Understory Landscape Architecture, LLC with a cost not to exceed \$208,888 and to approve a 10% contingency of \$20,889 for a total design budget not to exceed \$229,777.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	October 21, 2025
SUBJECT:	Deschutes River Trail South – Refinement Study, Contract Award
STAFF RESOURCE:	Henry Stroud, Principal Planner
PREVIOUS BOARD ACTION:	January 18, 2025, Directed Staff to Study Alternative Trail Alignments
ACTION PROPOSED:	Approve Contract Award
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities
Strategy:	Maintain adopted level of service targets for parks, trails and facilities

BACKGROUND

Work on the Deschutes River Trail South Project was halted in 2019 due to a high level of community disagreement and uncertainty of whether the project could proceed as planned which included a new trail bridge located on US Forest Service property. However, due to continued community interest in the project, the board of directors directed staff to reevaluate the project and to develop possible workplans to restart the project.

During the reevaluation period staff determined that there have not been any appreciable changes to state and federal regulations impacting the project, and that there continue to be numerous unanswered questions about the project’s potential environmental impacts, design, constructability, and cost. In response to these findings, three workplan options were presented to the board of directors for consideration.

The first option was to continue to postpone the project and focus on other projects. The second option was to initiate a broad planning process to reevaluate the community’s vision for the Deschutes River Trail. The third option assumed that the goal to complete the trail had not changed and was designed to develop and study new alternative trail alignments and bridge locations in more detail. The board unanimously passed a motion in support of option three directing 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.”

Staff developed a detailed scope of work to hire an outside consultant to work with the project stakeholders and the broader community to complete a project refinement study which will

develop and analyze new trail alignment alternatives. The scope of work includes additional feasibility studies for two preferred alternatives (which will be selected through the alternatives analysis process) to provide the district, the public, and other stakeholders with more information regarding the possible design, permitting process, cost, and environmental impacts or benefits of the project. The results of this study will be used to inform future community conversations and decision-making processes.

The district released a request for proposals in August 2025 and received two submittals. The district used a three-phase evaluation process which included review of the written submittals, interviews with the applicant teams, and a review of the cost proposals. The highest scoring consulting team was Kittleson & Associates, Inc. evaluation process.

BUDGETARY IMPACT

The 2026-2030 Capital Improvement Plan (CIP) allocates \$250,000 in system development charge funds (SDCs) for the project. The total cost of the base contract with Kittleson & Associates, Inc. is \$245,713 and we are proposing a 10% contingency of \$24,571 which brings the total cost to \$270,284. This duration of this project and project expenses will span two fiscal years. The 2027-2031 DRAFT CIP will include additional project funding to cover the contingency next year's budget.

STAFF RECOMMENDATION

Staff recommend that the board award the contract to Kittleson & Associates, Inc. and a 10% contingency.

MOTION

I move to authorize the executive director to award a contract to Kittleson & Associates, Inc. for the Deschutes River Trail South Refinement Study in the amount of \$245,713, and to approve a contingency of \$24,571, for a total budget not to exceed \$270,284.

ATTACHMENT

None

Tax exemption requests

The board had a split vote (Hovekamp and Owens opposed; Schneider and Schoen in favor; Schiffman absent) on the following tax exemption requests that failed to get a majority vote:

Cascade Landing Application: The proposed project includes five, three-story garden-style walk up apartment buildings and a single-story community center building, with parking. All 98 residential units will be designated for low-income housing. Based upon preliminary calculations by City of Bend staff, the 20-year financial impact to the district of the requested exemption would be \$792,848. In addition to the requested property tax exemption, in July, the district approved 69 SDC waivers for the project. Based upon the multi-family unit type, this SDC exemption is valued at \$592,641.

Director Schoen made a motion to approve the applicant's request for a twenty-year tax exemption for a 98-unit residential development on TAX LOT:181219A000101 as part of the City of Bend's Income Qualified Tax Exemption program. Director Schneider seconded. The motion failed, 2-2. (Schoen and Schneider voted in favor and Hovekamp and Owens opposed)

Verde Pines Application: The proposed project includes two four-story apartment buildings and one three-story apartment building with associated parking. All 128 residential units will be designated for low-income housing. Based upon preliminary calculations by city staff, the 20-year financial impact to the district of the requested exemption would be approximately \$556,445. In addition to the requested property tax exemption, in July, the district approved 75 SDC waivers for the project. Based upon the multi-family unit type, this SDC exemption is valued at \$644,175.

Director Schoen made a motion to approve or deny the applicant's request for a twenty-year tax exemption for a 128-unit residential development at 0 SE Easton Pl, Lot 5 and 6 in the Easton Master Planned Development, as part of the city of Bend's Income Qualified Tax Exemption program. Director Schneider seconded. The motion failed, 2-2. (Schoen and Schneider voted in favor and Hovekamp and Owens opposed)

Lighting at Pine Nursery Park

As part of the Pine Nursery Phase 5 project, the district evaluated purchasing options for sports field lighting and pickleball court lighting needed for the project. Staff determine that purchasing lighting directly would be beneficial to the project.

With this approach, the lighting will be owner-furnished, contractor-installed (OFICI) meaning the district buys the lighting fixtures directly from the supplier, and the construction contractor installs them as part of the construction contract. To ensure compliance with Oregon public

contracting law, the district solicited proposals from vendors offering sports lighting systems under valid cooperative purchasing contracts (ORS 279A.200–220). A committee of staff from different departments evaluated four proposals based on lighting design and specifications, controls integration, ability to obtain certification the International Dark Sky Outdoor Sports Lighting Program, warranty, and price.

The board approved the purchase of sports field and pickleball court lights for the Pine Nursery Phase 5 project through the TIPS cooperative agreement from Siteco Lighting US, Inc. for a total amount not to exceed \$1,105,000.

Director Hovekamp made a motion to approve the purchase of sports field and pickleball court lights for the Pine Nursery Phase 5 project through the TIPS cooperative agreement from Siteco Lighting US, Inc. for a total amount not to exceed \$1,105,000. Director Schoen seconded. The motion passed unanimously, 4-0. (Hovekamp, Schoen, Schneider and Owens)

Letter of intent with OSU-Cascades

The district's Park Services shop on Simpson Avenue is adjacent to OSU-Cascades' growing campus. The board of directors authorized the executive director to negotiate and execute a Letter of Intent with Oregon State University – Cascades for a right of first offer for the Simpson Shop Complex property if or when BPRD decides to sell the property. A new Park Services shop on Boyd Acres Road is planned, and continued use of the Simpson property will be determined in the future.

The letter of intent also grants BPRD a recorded easement for access to the road system at the Simpson site. This easement allows for all potential district uses, including recreational, facility, or other public purposes.

Director Schneider made a motion to authorize the executive director to negotiate and execute a Letter of Intent with Oregon State University – Cascades for a right of first offer for the Simpson Shop Complex property located at 19785 SW Simpson Avenue. Director Hovekamp seconded. The motion passed unanimously, 4-0. (Hovekamp, Schoen, Schneider and Owens)

Natural Resources internship

BPRD hired an intern from OSU-Cascades to conduct natural resources research along the Deschutes River to assess conditions since the [river plan](#) was developed in 2021. The plan identified 94 user-created access points along with 25 official access points. Intern Rylin Duster

identified 389 user-created access points, a big jump, due in part to her efforts to assess conditions from the water rather than the riverbank. The access points and conditions are impacted by people, dogs and other animals.

The assessment measures conditions over time to inform priority projects for the district, following successful projects at Riverbend South and Miller's Landing with upcoming work planned at Columbia Park, McKay Park and other future projects.

Grant application

The board adopted Resolution No. 2025-13 supporting the 2025 Deschutes River Trail Natural Area Land and Water Conservation Fund Grant application. In May 2025, the Board of Directors authorized the Executive Director to negotiate and execute a Purchase and Sale Agreement (PSA) for 47.43 acres of land off NW Putnam Road.

The intent of purchasing the property is to create a future natural area park with soft surface trails, nature and wildlife viewing, directional and interpretive signage, and a restroom. The primary trail will be an extension of the Deschutes River Trail. The property will also serve as a trailhead and trailhead parking for the DRT. Staff have determined that a grant from the Land and Water Conservation Fund (LWCF) is the best option to partially fund this purchase, and a board resolution is required for the grant application.

Director Hovekamp made a motion to approve the consent agenda. Director Schoen seconded. The motion passed unanimously, 4-0. (Hovekamp, Schoen, Schneider and Owens)

Naming policy updated

The board adopted an update to the Park, Facility and Trail Naming Policy with an edit suggested by Director Cary Schneider.

- Updated definitions to ensure alignment of definitions between the policies.
- Updates to the Feature Naming section to provide clarity on the process associated with this type of naming given this information is no longer included in the Gifts Policy. To reflect the inclusion of the Feature Naming process in the policy, the policy name has been updated to include the term "Feature."
- Updates the Naming Committee appointment process to reflect that two positions are appointed in one cycle and three are appointed in a second cycle two years later. This staggering of appointments aligns with the process for the budget committee.

Director Schoen made a motion to approve the consent agenda with an edit to the naming policy. Director Schneider seconded. The motion passed unanimously, 4-0. (Hovekamp, Schoen, Schneider and Owens)

The next board of directors meeting is cancelled for Oct. 7. The next meeting is Oct. 21.

Board Calendar 2025

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

NOVEMBER 4

EXECUTIVE SESSION

EMPLOYEE RECOGNITION

Sue Glenn

- Carolyn Creedican
- Shannon Gilman

Staff Introductions

Cathi Ellis

- Eddie Campos- Outreach Coordinator
- New Youth Rec Supervisor

Clay Pendergrass

- Eric PM II(Parks)
- Chris Finley, PM1
- PM1 Trails

WORK SESSION

- Tax Exemptions – *Kristin Toney and Rachel Colton (15 min)*

CONSENT

- Appoint Budget Committee Members – Tentative (2 seats)

BUSINESS SESSION

- Res No. 2025-XX- Updating SDC Project list – *Michelle Healy (20 min)*

REPORTS

- First Quarter Admin Update
- Summer Recreation Report

NOVEMBER 18

WORK SESSION

- River Plan Update – *Rachel Colton (20 min)*

CONSENT

- Codify HR Policies

BUSINESS SESSION

- Res No. 2025- XX Budget Amendment SDC Fund – *Kristin Toney (10 min)*
- Skyline Disc Golf Year-Round Option – *Jase Newton (20 min)*
- Approve Construction Contract for Old Bend Gym Wall Repair – *Brian Hudspeth (10 min)*
- B&G Club Lease – *Kristin Toney (15 min) TENTATIVE*
- Approve Amendment #4 for Bend FC Ground Lease – *Brian Hudspeth (15 min)*
- Approve Amendment to Pre-construction JSFC Pool Cover Contract – *Brian Hudspeth (15 min)*

DECEMBER 2 (MICHELLE OUT)

WORK SESSION

BUSINESS SESSION

DECEMBER 16

WORK SESSION

BUSINESS SESSION

- Annual Comprehensive Financial Report and Audit – *Eric Baird and Audit Firm (30 min)*
- Approve Boyd Acres Shop construction contract – *Bronwen Mastro (15 min)*
- Res No. 2025-xx Budget Amendment Rental Fund– *Kristin Toney (15 min) TENTATIVE*

Future Topics

IGA with NUID for canal trail – *Henry Stroud*

DEI Update – *Bronwen Mastro*

OB Riley annexation

Annexation Policy update approval