



Bend Metro Park & Recreation District

January 20, 2026

# Board of Directors

## Agenda and Reports

[www.bendparksandrec.org](http://www.bendparksandrec.org)



*play for life*



## Our Vision

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

## Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles through parks, trails and recreation.

## Our Community Pledge

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

## We Value

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

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

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

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

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



District Office

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



**ADJOURN**

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

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



**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	January 20, 2026
<b>SUBJECT:</b>	Recreation Facility Preliminary Planning and Feasibility Study
<b>STAFF RESOURCE:</b>	Matt Mercer, Senior Advisor
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None – Information only.
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Steward fiscal resources and further environment and social sustainability
<b>Strategy:</b>	Use financial modeling and other planning tools to holistically evaluate, plan and forecast necessary expenditures for system expansion, operations and maintenance

**BACKGROUND**

A specific action called for in the District Strategic Plan for this fiscal year is to complete a preliminary feasibility study for potential indoor recreation facility development. The focus of this effort is to provide initial planning and financial requirements for a potential Westside Recreation Center project identified in the District Comprehensive Plan. The district also studied two other facility types that the community has expressed interest in: an indoor court/fieldhouse facility and an indoor ice facility.

The purpose of the study is to inform future district planning efforts for indoor recreation facility development, including identifying potential capital costs and ongoing operation requirements. Understanding these costs will allow the district to consider different funding options to construct indoor recreation facilities and forecast the impact on the general operating fund budget to determine if the district has the capacity to operate additional facilities. The study also identifies the potential site size requirements for the different facilities and confirms that the Simpson site currently owned by the district is likely sufficient for the development of a Westside Recreation Center.

The scope of study included:

- Developing initial building programs including facility program and support spaces, building size and site requirements (including parking, circulation and outdoor spaces).
- Estimating total project cost including planning, construction, furnishings and equipment. (Land acquisition costs are excluded).
- Projecting ongoing revenues and expenses associated with operating the facilities and the resulting tax subsidy that may be required.

It is important to note that these plans are very preliminary and based on needs-assessment information from the district's community surveys, analysis of user data and trends, recently shared level of service metrics, and staff expertise.

Development of a community recreation facility takes considerable time and planning. The district would need to complete a full-fledged planning process, including community outreach and conceptual design, to finalize a building program and determine final development and operating costs in the future.

Staff will present a high-level overview of the major findings of the recreation facility preliminary planning and feasibility study. A comprehensive report that supports future planning will be finalized after receiving questions and feedback from the board.

Developing a new recreation facility is a complex process that takes years to plan and execute, and the timing must align with district resources to ensure long-term financial sustainability. Because such projects require a tax subsidy, it is essential we carefully evaluate the budgetary impact and readiness of the district before moving forward.

Although the opening of a new facility could be a decade away, initiating preliminary analyses now provides valuable insight into the requirements and key factors that will shape future investment decisions. Early planning helps the district prepare for evolving community needs and positions us to make informed choices when the time is right.

#### **BUDGETARY IMPACT**

One of the main purposes of this study was to identify the potential capital and operational impacts of future indoor facility development. While there is no budget impact at this time, the district can use the information to forecast future capital needs and associated impacts of operating additional recreation facilities on the General Fund.

#### **STAFF RECOMMENDATION**

None

#### **MOTION**

None

#### **ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
-----------------------------------

**AGENDA DATE:** January 20, 2026

**SUBJECT:** Board Duties and Responsibilities Policy Manual

**STAFF RESOURCE:** Sheila Reed – Assistant to the Executive Director  
Michelle Healy, Executive Director

**PREVIOUS BOARD ACTION:** Board review of the manual at the Board Workshop, February 2, 2024; Adopted manual on March 5, 2024

**ACTION PROPOSED:** Adopt revised board manual

**BACKGROUND**

The board adopted the Board Duties and Responsibilities Manual as a formal board policy in March 2024. The manual is based on recommendations from the Special Districts Association of Oregon (SDAO).

Minor updates are necessary to ensure the document remains current and accurate, including revisions related to meeting minutes, required training and the addition of the adopted board stipend. Attached to the board agenda item is a redline and clean copy of the proposed changes to the board manual.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

Staff recommend the board approve the Board Duties and Responsibilities Manual.

**MOTION**

***I make a motion to approve the Board Duties and Responsibilities Manual.***

**ATTACHMENT**

- A. Board Duties and Responsibilities Manual 2024 (redlined)
- B. Board Duties and Responsibilities Manual 2026 (clean copy)



---

Donna Owens, Chair

# BOARD DUTIES AND RESPONSIBILITIES POLICIES MANUAL

## **TABLE OF CONTENTS**

<b>SECTION 1: Overview</b>	Page 4
<b>SECTION 2: The Board</b>	Page 4
2.1 Board Members	
2.2 Oath of Office	
2.3 Board Officers	
2.4 Vacancies	
2.5 Quorum	
2.6 Board Member Conduct	
<b>SECTION 3: Board Meetings</b>	Page 7
3.1 Required Meetings	
3.2 Notice	
3.3 Agenda	
3.4 Executive Sessions	
3.5 Special and Emergency Meetings	
3.6 Minutes	
3.7 Procedural Rules	
3.8 Order and Decorum	
3.9 Public Participation/Comment	
3.10 Virtual Attendance	
<b>SECTION 4: COMMITTEES</b>	Page 13
4.1 General	
4.2 Standing Advisory Committees	
4.3 Ad Hoc Advisory Committees	
<b>SECTION 5: ADMINISTRATION</b>	Page 15
5.1 Delegation	
5.2 Management	
5.3 Board Member Expenses and Compensation	
<b>SECTION 6: ETHICS</b>	Page 17
6.1 Governing Statutes	
6.2 Conflicts of Interest	
6.3 Prohibited Actions	



## **TABLE OF CONTENTS (Cont'd)**

<b>SECTION 7: COMMUNICATIONS</b>	<b>Page 18</b>
7.1 Communications with the Media	
7.2 Communications with District Staff	
7.3 Confidentiality	
<b>SECTION 8: BUDGET</b>	<b>Page 20</b>
8.1 Governing Statutes and the Budget Process	
<b>SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING</b>	<b>Page 21</b>
9.1 General	
9.2 Minimum Requirements	
<b>ACKNOWLEDGMENT OF RECEIPT AND COMPLIANCE</b>	<b>Page 22</b>

## SECTION 1: PURPOSE

The purpose of this manual is to serve as a source of information and best practices for the Bend Park and Recreation District Board of Directors. It is a working tool to help guide decision-making and operations of the board. to provide for rules of order for how the board is to conduct business, and to outline statutory responsibilities of the elected body. This document is designed to set expectations of how board members are to conduct business, in order for the board to perform its work in an orderly manner. Board members' signature on the Acknowledgment Form, page 22 of this manual, constitutes board member's agreement to comply with the board policies and guidelines stated herein.

Board members are provided liability coverage by Special District Association of Oregon (SDAO) as long as they are acting with the duties of a board member. If acting outside the duties of a board member, SDAO will not cover actions of that member. This manual helps to outline the duties and responsibilities of a board member to assure that their actions are protected by SDAO.

## SECTION 2: THE BOARD

### 2.1 Members of the Board

The Bend Park and Recreation District Board of Directors is comprised of five board members, who are duly elected public officials serving a term of four years. Each board member is charged with serving the best interests of the district, and will exercise and carry out the powers and authority granted by Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Bend Park and Recreation District, ORS Chapter 266. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except by delegation of the board.

### 2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered at a public meeting by a person authorized by the state of Oregon to administer oaths, usually the assistant to the executive director who is also the board clerk. Language of the oath shall be substantially similar to the following:

*"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of board member of the Bend Park and Recreation District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Bend Park and Recreation District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."*

## 2.3 Board Officers

The board shall elect annually, officers as prescribed by the Principal Act of Bend Park and Recreation District. These shall include Chair, [and](#) Vice-chair, ~~Board, and Secretary~~. The board may also appoint a Legislative Liaison. ~~the board chair will serve the role.~~ [The positions of Board Secretary and Budget Officer shall be served by staff members and appointed by resolution of the Board.](#) Officers have the general powers and duties outlined below:

**Chair** – The chair of the board shall preside over board meetings and shall prepare or confer with the clerk on preparation of the meeting agenda. The chair is charged with conducting meetings, preserving order and enforcing the rules of the board. The board chair may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). He or she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The chair has the same right as other members of the board to move, second, debate and vote.

**Vice-Chair** – In the chair's absence, the vice-chair shall act as chair pro tempore, and shall have the powers and duties of the chair of the board as prescribed by district policies.

~~Secretary~~ – The board [secretary is appointed by resolution](#) ~~shall appoint a secretary, such as~~ the Executive Director. The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. The board secretary will also serve as the district's public meeting grievance officer per requirements of HB 2805. [The secretary also signs legal documents approved by the board on behalf of the district.](#)

**Budget Officer** – [The Budget Officer is appointed by resolution as the Administrative Services Director. The budget officer oversees preparation of the proposed budget, coordinates budget development with staff and departments, and presents the budget to the budget committee in compliance with Oregon Local Budget Law \(ORS Chapter 294\).](#)

**Legislative Liaison** - The legislative liaison is not statutorily required and ~~may be~~ [is](#) appointed by the board to work closely with the executive director to advise on bills in the state or federal legislature that could have an impact on the operations of the district. While the legislature is in session, it is common for quick decisions to be made in support or opposition of a bill. While this doesn't happen often, the liaison is available to the executive director to talk through decisions on how to respond to legislative issues. [In the event the board does not](#)

appoint a legislative liaison, the board chair will serve in this capacity. There is a policy that guides the relationship between the board, legislative liaison, and executive director.

#### 2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Deschutes County is to appoint a replacement. The appointed replacement shall serve until the next regular election of board members regardless of term expiration. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

#### 2.5 Quorum

A quorum refers to the minimum number of members required to be present at a meeting or assembly in order to conduct business. It ensures that decisions are made with the participation of a sufficient number of members to represent the board's interests.

The quorum requirement for the district's five-member board is three members in attendance. If a quorum is not met, the board may not conduct business.

For a motion to pass, the majority of the board (not just the majority present) must vote in favor. In other words, the board must have an affirmative vote from three or more members for a motion to pass regardless of the number of members present

Board members should avoid creating a quorum outside of noticed board meetings. While board members may gather socially, they must refrain from discussing board-related topics or making decisions. If board members are gathering for official business with or without making decisions, the gathering ~~is to~~will be publicly noticed as a public meeting and subject to open meetings and public records acts.

#### 2.6 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the executive director. If the board sees a need for an



exception and asks a board member to become involved in district operations, the board will clearly state *in writing*, and approve the duties in a regular session of the board, the board member's operational duties/functions, and the board chair and executive director shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

## **SECTION 3: BOARD MEETINGS**

### **3.1 Required Meetings**

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

### **3.2 Notice**

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least three calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting. Items designated for Executive Session should only be identified by reference to the particular authorizing statute permitting such discussions.
- C. Notice shall be given in at least two of the following ways:
  - 1. By publication in newspaper of general circulation in the community.
  - 2. By publication on the district website.
  - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.

### **3.3 Agenda**

The board clerk shall prepare an agenda for each regular board meeting, special meeting, or executive session. ~~If the responsibility to prepare the agenda is delegated to the clerk, the~~ board chair shall review and approve the final agenda. The agenda for regular board meetings will include:



- A. CALL TO ORDER
- B. ROLL CALL
- C. VISITORS/PUBLIC COMMENT
- D. WORK SESSION
- E. CONSENT AGENDA
- F. BUSINESS SESSION
- G. PUBLIC HEARING (if any)
- H. EXECUTIVE DIRECTORS REPORT
- I. CALENDAR REVIEW AND GOOD FOR THE ORDER
- J. ADJOURNMENT

Board members may request items ~~to~~ be placed on an agenda through the board chair, board clerk or executive director. Agenda suggestions by board members should be [approved by the board and](#) made at least 30 days in advance of meeting to allow time for staff to prepare. The agenda and any attachments thereto, ~~including any Manager's or financial reports~~, shall be made available to board members and to the public at least two days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under the Business Session.

The board chair may place certain items on [the](#) ~~a~~ Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

### 3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are meetings where matters of confidentiality are discussed. These matters fall into three categories: personnel, legal, and land. When discussions take place in executive session they are expected to be confidential. Meeting materials are often used to support the topic being discussed. These materials and all discussions related to the matter are confidential and will not be allowed to be removed from the meeting.

Executive sessions are closed to the public except for the media, who must be allowed to have a representative at the meeting. ~~, with the exception of sessions regarding labor negotiations (the district does not engage in labor negotiations because the work force is not represented by an association or union).~~ The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite ~~persons~~people who are not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

Board members should follow these guidelines:

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, executive director, or legal counsel. Written materials should be returned to the board clerk before leaving the executive session.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the executive director, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

### 3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for



which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

### 3.6 Minutes

The official minutes of record for Board meetings shall be the video recording of the meeting. Recordings shall accurately document attendance, matters discussed, motions, and votes of the Board and shall be retained in accordance with the district's records retention requirements.

In addition to the official video record, a written summary of each meeting shall be prepared that includes attendance, a high-level summary of topics discussed, and all motions and votes taken by the Board. The Board Clerk is responsible for ensuring that the written summary is prepared, distributed to Board members, and made available to the public within a reasonable time following the meeting. Official copies of the written summaries shall be maintained in chronological order as part of the district's permanent records.

~~Written minutes shall be taken at every meeting of the board. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect attendance, the matters discussed, motions and votes by the board. The board secretary and clerk are responsible for ensuring that minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.~~

~~Voice or video recordings of meetings are not required, but may be used at the board's discretion, and, if used, will be subject to the same permanent retention requirement.~~ Minutes of an executive session will be kept in the form of a recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;

- C. The result of any votes, including the names of each board member and how they voted;
- D. A summary discussion on any matter; and
- ~~E. Reference to, or a copy of, any document discussed at the meeting.~~

~~— Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the clerk so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board approves minutes of the meeting and must authorize, via a vote, any substantial changes to the meeting minutes.~~

### 3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall generally use Robert's Rules of Order to decide such issue.

#### A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
  2. Board member motions will be clearly and concisely stated. The chair will state the name of the board members making the motion and the second.
  3. The chair will repeat the motion prior to a board vote.
  4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
  5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
  6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the chair prior to speaking on the motion.
  7. The chair ~~may ask for a voice vote or~~ will ask for a roll-call vote. Votes are to be taken on all final decisions. **All members must vote on each motion unless legally disqualified.** A member abstaining from a vote must state the basis for any conflict of interest or other disqualification (see more on conflicts of interests below.) The clerk will maintain a record of all votes.
  8. The chair will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. Ties: A motion receiving a tie vote fails.
  - C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board. A motion may not be withdrawn by any other member.

- D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
- E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member should have one opportunity to speak before the motion is called. Once called, the chair will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
- H. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- J. Control of Meeting: The chair of the board, or vice-chair in the chair's absence, shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

### 3.8 Order and Decorum

Board members will assist the board chair in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the chair. The following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.



- B. Any board member desiring to be heard will request to the chair to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

### 3.9 Public Participation/Comment

Except in limited circumstances, Public Meetings Law does not require that participation be allowed by the public. In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Bend Park and Recreation District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda. ~~(see Sect. 3.3 (E) Visitors/Public Comment).~~ During this time members of the public (visitors) may speak to the board about district items ~~that are not already included on the agenda.~~ This is a time for public comment and is not intended to be a forum for a public conversation. Once recognized by the board chair, visitors shall state their name and address for the record and then may address the board. The board may set time limits (typically 3 min.) for comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
- B. Board members should not respond to comments made during public testimony except to ask clarifying questions. Any follow up or public requests for board action ~~should be referred to staff for review before being placed on a future agenda.~~ will be followed up with staff after the meeting. ~~Board members choosing to comment should keep comments limited to fact and not express personal opinions.~~

- ~~C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board chair, unless otherwise decided by the board. The chair may also limit duration or subject matter.~~
- Public comment shall be received only during the designated visitor comment portion of the meeting, unless the Board chair determines a modification is necessary for a specific meeting or topic.

### 3.10 Virtual Attendance

In-person public meetings of the board of Bend Park and Recreation District shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The clerk or other such staff person as deemed appropriate will oversee remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means a link and instructions for attending the meeting and making public comment.
- C. Virtual attendees will have the same opportunity as in-person attendees for public comment, if requested. The designee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for public comment. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

## SECTION 4: COMMITTEES

### 4.1 General

A. The board will create district committees/advisory committees as needed. The board has adopted a formal policy that outlines the requirements, procedures and terms. All committees appointed by the board are required to follow Oregon Public Meeting law. ~~The board may create a committee, determine the number of committee members and length of term, and appoint members to district committees by resolution. Qualifications for committee members will be as follows:~~

- ~~1. Committee members shall be residents of the district.~~



~~2. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.~~

~~3. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.~~

~~4. Candidates for committees will complete a board-approved application or statement of interest.~~

~~5. Committee members may be removed from their committee for illegal actions or behavior that is inconsistent with district values or mission.~~

~~B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.~~

~~C. The district will give public notice of committee vacancies.~~

~~D. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.~~

~~E. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.~~

~~F. Committees will determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, and as needed to board members and executive director.~~

~~G. All advisory committee meetings are public meetings under state law and subject to all requirements thereof.~~

#### 4.2 Standing Advisory Committees

~~A. The board will create standing advisory committees as needed to assist the board in conducting their duties or as required by state statute. Terms for standing advisory committees will be 2-4 years. The executive director may, at his or her discretion, appoint a staff liaison to be present at committee meetings. Standing advisory committees will make a report and respond to questions from the board as needed, unless more frequent reports are requested by the board. Standing committees are advisory to the board and do not make final decisions. Examples for standing committees include the budget committee and park naming committee. Standing committee meetings are public meetings and are subject to all requirements.~~

#### 4.3 Ad Hoc Advisory Committees

~~The board may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, review policy recommendations, recommend long-range goals and plans, or any other needs as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board. Board members asked to serve on a standing committee are often requested by the executive director. The benefits committee is an examples of an ad hoc committee.~~

## **SECTION 5: ADMINISTRATION**

### 5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's executive director. Administrative authority for the daily operations of the district and the management of all district personnel is delegated to the executive director. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the executive director. Any board communications relative to district business must be directed to the board chair, who will then communicate the question, request, or concern to the executive director

### 5.2 Management

The board shall be responsible for the following supervisory duties:

- A. Executive Director:
  - 1. Hire the executive director.
  - 2. Identify goals for the district to be carried out by the executive director.
  - 3. Approve the contract and amount of compensation, to include salary, benefits, bonuses, vacation, travel, etc.

4. Annually evaluate the executive director.
5. Provide advice and consultation to executive director on matters within the purview of the board's responsibilities.
6. With the assistance of legal counsel, engage in any necessary disciplinary action As it relates to the executive director, up to and including termination.

B. Financial:

1. Approve contracts for professional services required by and for the board, and any other contracts binding the district that are outside the authority of the executive director.
2. Approve the form and amount of reimbursement for board members if needed.
3. Approve specific important projects.
4. Review and approve the annual budget and capital improvement plan.
5. Review and approve any employee benefit plans.
6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the district.
2. Approve any significant departure from established plans or policy.
3. Develop and approve long-range plan of growth and development for the district.
4. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
5. Receive, discuss and take action on committee or other planning body recommendations.
6. Pass district resolutions and adopt ordinances.

D. Compliance and Legal

1. Select legal counsel and consultants for the district.
2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the executive director to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the



executive director, with the exception of issues related to performance of the executive director.

3. Ensure that the district is in compliance with all federal, state, and local laws.

### 5.3 Board Member Expenses and Compensation

#### A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to \$50 per day of duties performed in service of the board. Board member compensation ~~may be set per resolution passed by the board or members can serve as unpaid volunteers.~~ is set by board policy. Board members may receive compensation for approved attendance at meetings, not to exceed two hundred dollars (\$200) per month. Board members are only eligible for compensation after they have been elected to office following any changes to the stipend policy. In lieu of compensation, Board members may elect to serve as unpaid volunteers. Board members may receive compensation for approved attendance at meetings, not to exceed two hundred dollars (\$200) per month.

#### B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include transportation, lodging, meals, registration fees for conferences, conventions and seminars and, other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members are subject to the district travel policy and shall follow the same rules as staff. Board members should exercise good judgment ~~so as~~ to avoid unnecessary district expense. Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by staff and, if deemed unreasonable, may be declined for reimbursement.

## SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

### 6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. All board members are required by law (HB 2805) to attend or view training provided by the Oregon Ethics Commission at least once during the member's term of office and verify attendance. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

## 6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed and the board member may not participate in discussion of the matter or vote on the issue.

## 6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that ~~benefit~~[benefits](#) special interest groups that is not in the best interest of the district.

- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

## SECTION 7: COMMUNICATIONS

### 7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board chair and/or the executive director. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

### 7.2 Communication Coordination with Executive Director

The board will respect the separation between policymaking and administration (board and executive director functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

The board will work with the district staff as a team in the spirit of mutual respect and support.

- A. Outside of board meetings, board members will not attempt to influence a district employee or the executive director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- B. Board members will, wherever possible, limit individual contact with district staff. Instead, board members will contact ~~to~~ the executive director or staff designated by the executive director for requests that concern relevant matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The executive director will determine the most effective way to respond to board requests.
- C. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.



- D. Any written materials or information requested of staff by board members that is relevant to a topic before the board or a topic the board should be made aware of will be submitted to the entire board and include a notation stating who requested the information.
- E. The board chair will refer comments or questions regarding district personnel or administration to the executive director. The executive director may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

### 7.3 Confidentiality

~~From time to time the board will meet in executive session where matters of confidentiality are discussed. These matters fall into three categories: personnel, legal, and land. When discussions take place in executive session they are expected to be confidential. Meeting materials are often used to support the topic being discussed. These materials and all discussions related to the matter are confidential.~~

- ~~A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, executive director, or legal counsel.~~
- ~~B. All public statements, information or media releases relating to a confidential matter will be handled by the executive director, legal counsel, or designated board member.~~
- ~~C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.~~

## **SECTION 8: BUDGET**

### 8.1 Governing Statutes and the Budget Process

The board is responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

A. Budget Process

1. The board appoints a budget officer by resolution as the ~~(usually the executive director)~~ administrative services director (ORS 294.331).
2. The board appoints a budget committee (see policy on committee appointment) consisting of all board members plus an equal number of electors of the district (ORS 294.414).
3. Vacancies on the budget committee are filled by appointment of a majority of the board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message in a series of meetings. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any final recommendations. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and forward it to the Board for final consideration and adoption.
8. The budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456). The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
11. The board certifies taxes to the county assessor. (ORS 310.060)

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public ~~Officials, and~~ Officials and are subject to conflict of interest disclosure and other ethics requirements.

## SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

### 9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

### 9.2 Minimum Requirements

All board members will be required to complete certain curricula. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Attend ~~or view Oregon Ethics Commission~~ [Oregon Public Meetings Law](#) Training once per term, board appointed committee members must also attend once per term.  
[This requirement is established by Oregon law \(ORS 192.700\) and overseen by OGE. Approved training courses are offered by SDAO.](#)
- B. Attend a SDAO Board [of Directors and Management Staff](#) Training at the beginning of the board member's first term and every other year after.
- C. Read and be familiar with Oregon Ethics Guide for Public Officials.
- D. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- E. Read and be familiar with all board policies and duties outlined herein.

# **Bend Park and Recreation District**

## **BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM**

I am a duly elected board member of the board of Bend Park and Recreation District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have/will read and understand the policies contained in the Manual.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

\_\_\_\_\_  
Board Member's Name (Print)

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date



Board Policy  
Board Duties and Responsibilities Policies Manual  
Approved Date: January 20, 2026

---

Donna Owens, Chair

# BOARD DUTIES AND RESPONSIBILITIES POLICIES MANUAL

Reviewer: Executive Director  
Last Review Date: January 2026  
Next Review Date: January 2029  
Review Schedule: 3 Years



## **TABLE OF CONTENTS**

<b>SECTION 1: Overview</b>	Page 4
<b>SECTION 2: The Board</b>	Page 4
2.1 Board Members	
2.2 Oath of Office	
2.3 Board Officers	
2.4 Vacancies	
2.5 Quorum	
2.6 Board Member Conduct	
<b>SECTION 3: Board Meetings</b>	Page 7
3.1 Required Meetings	
3.2 Notice	
3.3 Agenda	
3.4 Executive Sessions	
3.5 Special and Emergency Meetings	
3.6 Minutes	
3.7 Procedural Rules	
3.8 Order and Decorum	
3.9 Public Participation/Comment	
3.10 Virtual Attendance	
<b>SECTION 4: COMMITTEES</b>	Page 14
4.1 General	
4.2 Standing Advisory Committees	
4.3 Ad Hoc Advisory Committees	
<b>SECTION 5: ADMINISTRATION</b>	Page 14
5.1 Delegation	
5.2 Management	
5.3 Board Member Expenses and Compensation	
<b>SECTION 6: ETHICS</b>	Page 16
6.1 Governing Statutes	
6.2 Conflicts of Interest	
6.3 Prohibited Actions	

## **TABLE OF CONTENTS (Cont'd)**

<b>SECTION 7: COMMUNICATIONS</b>	Page 18
7.1 Communications with the Media	
7.2 Communications with District Staff	
7.3 Confidentiality	
<b>SECTION 8: BUDGET</b>	Page 19
8.1 Governing Statutes and the Budget Process	
<b>SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING</b>	Page 20
9.1 General	
9.2 Minimum Requirements	
<b>ACKNOWLEDGMENT OF RECEIPT AND COMPLIANCE</b>	Page 22

## SECTION 1: PURPOSE

The purpose of this manual is to serve as a source of information and best practices for the Bend Park and Recreation District Board of Directors. It is a working tool to help guide decision-making and operations of the board. To provide rules of order for how the board is to conduct business, and to outline statutory responsibilities of the elected body. This document is designed to set expectations of how board members are to conduct business, in order for the board to perform its work in an orderly manner. Board members' signature on the Acknowledgment Form, page 22 of this manual, constitutes board member's agreement to comply with the board policies and guidelines stated herein.

Board members are provided liability coverage by Special District Association of Oregon (SDAO) as long as they are acting with the duties of a board member. If acting outside the duties of a board member, SDAO will not cover actions of that member. This manual helps to outline the duties and responsibilities of a board member to assure that their actions are protected by SDAO.

## SECTION 2: THE BOARD

### 2.1 Members of the Board

The Bend Park and Recreation District Board of Directors is comprised of five board members, who are duly elected public officials serving a term of four years. Each board member is charged with serving the best interests of the district and will exercise and carry out the powers and authority granted by Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Bend Park and Recreation District, ORS Chapter 266. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except by delegation of the board.

### 2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered at a public meeting by a person authorized by the state of Oregon to administer oaths, usually the assistant to the executive director who is also the board clerk. Language of the oath shall be substantially similar to the following:

*"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of board member of the Bend Park and Recreation District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Bend Park and Recreation District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."*

### 2.3 Board Officers

The board shall annually elect officers as prescribed by the Principal Act of Bend Park and Recreation District. These shall include Chair and Vice-chair. The board may also appoint a Legislative Liaison. The positions of Board Secretary and Budget Officer shall be served by staff members and appointed by resolution of the Board. Officers have the general powers and duties outlined below:

**Chair** – The chair of the board shall preside over board meetings and shall prepare or confer with the clerk on preparation of the meeting agenda. The chair is charged with conducting meetings, preserving order and enforcing the rules of the board. The board chair may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). He or she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The chair has the same right as other members of the board to move, second, debate and vote.

**Vice-Chair** – In the chair's absence, the vice-chair shall act as chair pro tempore and shall have the powers and duties of the chair of the board as prescribed by district policies.

**Secretary** – The board secretary is appointed by resolution as the Executive Director. The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. The board secretary will also serve as the district's public meeting grievance officer per requirements of HB 2805. The secretary also signs legal documents approved by the board on behalf of the district.

**Budget Officer** – The Budget Officer is appointed by resolution as the Administrative Services Director. The budget officer oversees preparation of the proposed budget, coordinates budget development with staff and departments, and presents the budget to the budget committee in compliance with Oregon Local Budget Law (ORS Chapter 294).

**Legislative Liaison** - The legislative liaison is not statutorily required and may be appointed by the board to work closely with the executive director to advise on bills in the state or federal legislature that could have an impact on the operations of the district. While the legislature is in session, it is common for quick decisions to be made in support or opposition of a bill. While this doesn't happen often, the liaison is available to the executive director to talk through decisions on how to respond to legislative issues. In the event the board does not

appoint a legislative liaison, the board chair will serve in this capacity. There is a policy that guides the relationship between the board, legislative liaison, and executive director.

## 2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Deschutes County is to appoint a replacement. The appointed replacement shall serve until the next regular election of board members regardless of term expiration. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

## 2.5 Quorum

A quorum refers to the minimum number of members required to be present at a meeting or assembly in order to conduct business. It ensures that decisions are made with the participation of a sufficient number of members to represent the board's interests.

The quorum requirement for the district's five-member board is three members in attendance. If a quorum is not met, the board may not conduct business.

For a motion to pass, the majority of the board (not just the majority present) must vote in favor. In other words, the board must have an affirmative vote from three or more members for a motion to pass regardless of the number of members present.

Board members should avoid creating a quorum outside of noticed board meetings. While board members may gather socially, they must refrain from discussing board-related topics or making decisions. If board members are gathering for official business with or without making decisions, the gathering will be publicly noticed as a public meeting and subject to open meetings and public records acts.

## 2.6 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily



operations and responsibilities of the executive director. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing*, and approve the duties in a regular session of the board, the board member's operational duties/functions, and the board chair and executive director shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

## **SECTION 3: BOARD MEETINGS**

### **3.1 Required Meetings**

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

### **3.2 Notice**

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least three calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting. Items designated for Executive Session should only be identified by reference to the particular authorizing statute permitting such discussions.
- C. Notice shall be given in at least two of the following ways:
  - 1. By publication in newspaper of general circulation in the community.
  - 2. By publication on the district website.
  - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.

### **3.3 Agenda**

The board clerk shall prepare an agenda for each regular board meeting, special meeting, or executive session. The board chair shall review and approve the final agenda. The agenda for regular board meetings will include:

- A. CALL TO ORDER
- B. ROLL CALL
- C. VISITORS/PUBLIC COMMENT
- D. WORK SESSION
- E. CONSENT AGENDA
- F. BUSINESS SESSION
- G. PUBLIC HEARING (if any)
- H. EXECUTIVE DIRECTORS REPORT
- I. CALENDAR REVIEW AND GOOD FOR THE ORDER
- J. ADJOURNMENT

Board members may request items be placed on an agenda through the board chair, board clerk or executive director. Agenda suggestions by board members should be approved by the board and made at least 30 days in advance of meeting to allow time for staff to prepare. The agenda and any attachments therein , shall be made available to board members and to the public at least two days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under the Business Session.

The board chair may place certain items on the Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

### 3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are meetings where matters of confidentiality are discussed. These matters fall into three categories: personnel, legal, and land. When discussions take place in executive session, they are expected to be confidential. Meeting materials are often used to support the topic being discussed. These materials and all discussions related to the matter are confidential and will not be allowed to be removed from the meeting.

Executive sessions are closed to the public except for the media, who must be allowed to have a representative at the meeting. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite people who are not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

Board members should follow these guidelines:

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, executive director, or legal counsel. Written materials should be returned to the board clerk before leaving the executive session.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the executive director, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

### 3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested people. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

### 3.6 Minutes

The official minutes of record for Board meetings shall be the video recording of the meeting. Recordings shall accurately document attendance, matters discussed, motions, and votes of the Board and shall be retained in accordance with the district's records and retention requirements.

In addition to the official video record, a written summary of each meeting shall be prepared that includes attendance, a high-level summary of topics discussed, and all motions and votes taken by the Board. The Board Clerk is responsible for ensuring that the written summary is prepared, distributed to Board members, and made available to the public within a reasonable time following the meeting. Official copies of the written summaries shall be maintained in chronological order as part of the district's permanent records.

Minutes of an executive session will be kept in the form of a recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. A summary discussion on any matter; and
- E. Reference to, or a copy of, any document discussed at the meeting.

### 3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall generally use Robert's Rules of Order to decide such issue.



A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
  2. Board member motions will be clearly and concisely stated. The chair will state the name of the board members making the motion and the second.
  3. The chair will repeat the motion prior to a board vote.
  4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
  5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
  6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the chair prior to speaking on the motion.
  7. The chair will ask for a roll-call vote. Votes are to be taken on all final decisions.  
**All members must vote on each motion unless legally disqualified.** A member abstaining from a vote must state the basis for any conflict of interest or other disqualification (see more on conflicts of interests below.) The clerk will maintain a record of all votes.
  8. The chair will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. Ties: A motion receiving a tie vote fails.
- C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board. A motion may not be withdrawn by any other member.
- D. Table: A motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
- E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member should have one opportunity to speak before the motion is called. Once called, the chair will inquire if

- any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
- H. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
  - I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
  - J. Control of Meeting: The chair of the board, or vice-chair in the chair's absence, shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

### 3.8 Order and Decorum

Board members will assist the board chair in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the chair. The following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the chair to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.

- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

### 3.9 Public Participation/Comment

Except in limited circumstances, Public Meetings Law does not require that participation be allowed by the public. In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Bend Park and Recreation District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda. During this time members of the public (visitors) may speak to the board about district items. This is a time for public comment and is not intended to be a forum for a public conversation. Once recognized by the board chair, visitors shall state their name and address for the record and then may address the board. The board may set time limits (typically 3 min.) for comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
- B. Board members should not respond to comments made during public testimony except to ask clarifying questions. Any follow up or public requests for board action will be followed up with staff after the meeting.

Public comment shall be received only during the designated visitor comment portion of the meeting, unless the Board chair determines a modification is necessary for a specific meeting or topic.

### 3.10 Virtual Attendance

In-person public meetings of the board of Bend Park and Recreation District shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The clerk or other such staff person as deemed appropriate will oversee remote accommodation.
- B. Meeting notices will include instructions that direct any person wishing to attend the meeting by virtual means a link and instructions for attending the meeting and making public comment.
- C. Virtual attendees will have the same opportunity as in-person attendees for public comment, if requested. The designee in charge of monitoring the remote aspect of

the meeting shall, upon starting the virtual meeting, receive any requests for public comment. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

## **SECTION 4: COMMITTEES**

### **4.1 General**

A. The board will create district committees/advisory committees as needed. The board has adopted a formal policy that outlines the requirements, procedures and terms. All committees appointed by the board are required to follow Oregon Public Meeting law.

## **SECTION 5: ADMINISTRATION**

### **5.1 Delegation**

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's executive director. Administrative authority for the daily operations of the district and the management of all district personnel is delegated to the executive director. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the executive director. Any board communications related to district business must be directed to the board chair, who will then communicate the question, request, or concern to the executive director.

### **5.2 Management**

The board shall be responsible for the following supervisory duties:

- A. Executive Director:
  - 1. Hire the executive director.
  - 2. Identify goals for the district to be carried out by the executive director.
  - 3. Approve the contract and amount of compensation, to include salary, benefits, bonuses, vacation, travel, etc.

4. Annually evaluate the executive director.
  5. Provide advice and consultation to executive director on matters within the purview of the board's responsibilities.
  6. With the assistance of legal counsel, engage in any necessary disciplinary action As it relates to the executive director, up to and including termination.
- B. Financial:
1. Approve contracts for professional services required by and for the board, and any other contracts binding the district that are outside the authority of the executive director.
  2. Approve the form and amount of reimbursement for board members if needed.
  3. Approve specific important projects.
  4. Review and approve the annual budget and capital improvement plan.
  5. Review and approve any employee benefit plans.
  6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
  7. Select the district's independent municipal auditor and annually approve the audit report.
- C. District Plans and Objectives:
1. Become familiar with and abide by all laws and policies governing the operation of the district.
  2. Approve any significant departure from established plans or policy.
  3. Develop and approve long-range plan of growth and development for the district.
  4. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
  5. Receive, discuss and take action on committee or other planning body recommendations.
  6. Pass district resolutions and adopt ordinances.
- D. Compliance and Legal
1. Select legal counsel and consultants for the district.
  2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the executive director to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the



executive director, with the exception of issues related to performance of the executive director.

3. Ensure that the district is in compliance with all federal, state, and local laws.

### 5.3 Board Member Expenses and Compensation

#### A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to \$50 per day of duties performed in service of the board. Board member compensation is set by board policy. Board members may receive compensation for approved attendance at meetings, not to exceed two hundred dollars (\$200) per month. Board members are only eligible for compensation after they have been elected to office following any changes to the stipend policy. In lieu of compensation, Board members may elect to serve as unpaid volunteers.

#### B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include transportation, lodging, meals, registration fees for conferences, conventions and seminars and other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members are subject to the district travel policy and shall follow the same rules as staff. Board members should exercise good judgment to avoid unnecessary district expense. Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submitting documentation of expenses. Expenses are subject to review by staff and, if deemed unreasonable, may be declined for reimbursement.

## **SECTION 6: ETHICS**

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

### 6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. All board members are required by law (HB 2805) to attend or view training provided by the Oregon Ethics Commission at least once during the member's term of office and verify attendance. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

## 6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed, and the board member may not participate in discussion of the matter or vote on the issue.

## 6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefits special interest groups that are not in the best interest of the district.

- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

## **SECTION 7: COMMUNICATIONS**

### **7.1 Communications with the Media**

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board chair and/or the executive director. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

### **7.2 Communication Coordination with Executive Director**

The board will respect the separation between policymaking and administration (board and executive director functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support. Outside of board meetings, board members will not attempt to influence a district employee or the executive director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- B. Board members will, wherever possible, limit individual contact with district staff. Instead, board members will contact the executive director or staff designated by the executive director for requests that concern relevant matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The executive director will determine the most effective way to respond to board requests.
- C. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- D. Any written materials or information requested of staff by board members that is relevant to a topic before the board or a topic the board should be made aware of will be submitted to the entire board and include a notation stating who requested the information.

- E. The board chair will refer comments or questions regarding district personnel or administration to the executive director. The executive director may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

## **SECTION 8: BUDGET**

### **8.1 Governing Statutes and the Budget Process**

The board is responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

#### **A. Budget Process**

1. The board appoints a budget officer by resolution as the administrative services director (ORS 294.331).
2. The board appoints a budget committee (see policy on committee appointment) consisting of all board members plus an equal number of electors of the district (ORS 294.414).
3. Vacancies on the budget committee are filled by appointment of a majority of the board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message in a series of meetings. At least one meeting must provide the opportunity for questions and comments from any interested person (ORS 294.426).
7. The budget committee considers the budget and any comments made by the public and makes any final recommendations. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and forwards it to the Board for final consideration and adoption.

8. The budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted (ORS 294.456). The approval/results of the vote are recorded in the minutes of the meeting (ORS 294.428).
11. The board certifies taxes to the county assessor (ORS 310.060).

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials and are subject to conflict-of-interest disclosure and other ethics requirements.

## **SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING**

### **9.1 General**

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

### **9.2 Minimum Requirements**

All board members will be required to complete certain curricula. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Attend Oregon Public Meetings Law Training once per term, board appointed committee members must also attend once per term. This requirement is established by Oregon law (ORS 192.700) and overseen by OGEC. Approved training courses are offered by SDAO.
- B. Attend a SDAO Board of Directors and Management Staff Training at the beginning of the board member's first term and every other year after.



- C. Read and be familiar with Oregon Ethics Guide for Public Officials.
- D. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- E. Read and be familiar with all board policies and duties outlined herein.

# Bend Park and Recreation District

## BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected board member of the board of Bend Park and Recreation District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have/will read and understand the policies contained in the Manual.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

---

Board Member's Name (Print)

---

Board Member's Signature

---

Date



## **Comprehensive Plan & Level of Service Update**

The district's [comprehensive plan](#), last updated in November 2024, sets targets for park and trail infrastructure:

- Neighborhood & Community Parks: 7.85 acres per 1,000 residents
- Regional Parks: 10 acres per 1,000 residents
- Trails: 1 mile per 1,000 residents

Staff annually assess service levels to ensure the district meets community needs. A walkshed analysis helps identify areas lacking park access, guiding future park locations. The board received new calculations and a status update on the 110 projects in the plan. In 2025, there were three acres added with the opening of Manzanita Ridge Park and a mile of trail with the Manzanita Trail. Staff also proposed two possible recreation levels of service for aquatics and fitness facilities and pool space, including seasonal use.

## **Juniper Swim and Fitness Center Project Update**

The board was briefed on the Juniper [pool cover replacement and facility renovation](#). The original fabric structure, installed in 1997 and expanded in 2006, is nearing the end of its service life. Operational challenges and rising costs led staff to explore alternative solutions, including a new enclosure and related renovations. Pence Construction was awarded the design-build contract in June 2025. Recent cost estimates exceed \$11 million, surpassing the \$9.67 million allocated in the Capital Improvement Plan.

Staff and contractors are reviewing options to manage costs and scope. Board feedback will inform discussion at the upcoming budget workshop on Jan. 23. No formal action was taken at this meeting.

The next board meeting is Jan. 20.

## Board Calendar 2026

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

### **BUDGET WORKSHOP** – January 23

#### **FEBRUARY 3**

##### **WORK SESSION**

##### **BUSINESS SESSION**

#### **FEBRUARY 17**

##### **STAFF INTRODUCTIONS**

Sue Glenn

- Jacob Swinn

##### **WORK SESSION**

##### **BUSINESS SESSION**

- Approve Old Bend Gym Wall Repair construction contract – *Bronwen Mastro (10 min)*
- Professional Services amendment approval Hollinshead – *Ian Isaacson (20 min)*

##### **REPORTS**

- Second Quarter Admin Update

#### **Future Topics**

IGA with NUID for canal trail – *Henry Stroud*

Comp Plan Update – *Sara Anselment*

Quitclaim for NUID – *Henry Stroud*

DEI Update – *Bronwen Mastro*

OB Riley annexation

Annexation Policy update approval

South UGB Updates

Bend Whitewater Park

Coulter Grove Park Concept Plan– *Bronwen Mastro 7-21-26*

Talline PSA

Approve Amendment to Pre-construction JSFC Pool Cover Contract – *Brian Hudspeth (45 min)*

Therapeutic Recreation Update

Admin Services Interns

B&G Club Lease – *Kristin Toney (15 min) TENTATIVE*

Resolution No. 2026-01 Budget Amendment Rental Fund– *Kristin Toney (15 min) TENTATIVE*

User Fees and Charges Fee Increase