



Bend Park & Recreation District

April 7, 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.

*play for life*

District Office

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



## Board of Directors

April 7, 2026

District Office Building | 799 SW Columbia | Bend, Oregon



### AGENDA

The board will meet at 5:30 pm with a virtual link to the regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/81492874137?pwd=lbOwoSKVFsLbsWus4AaYbKYz2aNuFW.1>

Passcode:541688

### **Or Telephone:**

1 669 900 6833

Webinar ID: 814 9287 4137

Passcode: 541688

### **5:30 pm CONVENE MEETING**

#### **ROLL CALL**

#### **VISITORS**

The board welcomes input from individuals at our public meetings about district-related issues, this time is not intended to be a dialog with the board. Members of the community who wish to make public comment may attend the meeting in person or virtually. To provide a public comment in person, please fill out a brief card and submit it to staff in the back of the room. To provide public comment virtually, click on the "Raise Hand" option. You will be called into the meeting in the order received. Virtual visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

### **WORK SESSION**

1. Trust for Public Land – Technical Assistance Services – *Michelle Healy and Nathan Henry, TPL (45 min)*
2. Larkspur parking expansion update – *Bronwen Mastro (15 min)*
3. Executive Director Annual Performance Evaluation Procedure Review – *Kathleen Hinman (15 min)*

**CONSENT**

1. Adopt Resolution No. 2026-02, Appointing the Executive Secretary, Registered Agent and Budget Officer
2. Adopt Resolution No. 2026-03, Authorizing Signers on the District’s Financial Accounts
3. Adopt Resolution No. 2026-04 of support for Local Government Grant Program – Hollinshead Park Improvement Project
4. Approve Columbia Park Access Project – Amendment No. 4 to Professional Services Agreement (Gilchrist Bridge)

**BUSINESS SESSION**

1. Needs Based Assistance Report for FY 25-26 and Approve Plan for FY 26-27 – *Jase Newton, Michael Egging, Kristen Stone, Eddie Campos (30 min)*

**EXECUTIVE DIRECTOR’S REPORT**

**MEETING SUMMARY** – 3/3, 3/17

**REPORTS**- Project Update

**BOARD MEETINGS CALENDAR**

**GOOD OF THE ORDER**

**ADJOURN**



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter services, 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 [nataliem@bendparksandrec.org](mailto:nataliem@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Trust for Public Land – Conservation Finance
<b>STAFF RESOURCE:</b>	Michelle Healy, Executive Director
<b>GUEST PRESENTERS:</b>	Nathan Henry, Trust for Public Land
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Information only.
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Steward fiscal resources, and further environmental 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**

During the board workshop in late January, the board, budget committee and staff discussed a variety of funding scenarios to support the renovation, replacement and expansion of future capital projects to meet community needs. One of the funding scenarios presented by staff included passing a voter-approved bond measure. While the board did not direct staff to pursue a bond measure, there was interest in learning more about the process for future consideration.

The district's last voter-approved bond measure for about \$29 million was passed in 2012 and funded a range of projects including land acquisition (Alpenglow, Riley Ranch and Larkspur Park), development of the Bend Whitewater Park, construction of The Pavilion, and improvements at Pine Nursery Park and to the Deschutes River Trail. District taxpayers will pay off the debt from that bond measure in 2033.

The Trust for Public Land (TPL) provided support for the passage of the district's 2012 bond measure. TPL is a national nonprofit organization with more than 50 years of experience working with public agencies and communities to create parks, protect public land and support public funding for parks, recreation and conservation.

TPL's Conservation Finance program focuses on helping public agencies with the design, passage, and implementation of voter-approved funding measures for parks, open space, trails, and related public projects. TPL has supported nearly 700 state and local ballot measures across the country, resulting in more than \$110 billion in voter-approved public funding for parks and land conservation.

During the board meeting, TPL will provide an overview of the types of support it offers to public agencies including preparing financial feasibility reports, conducting public opinion research, planning campaigns and providing voter education. The presentation is intended to provide information for the board regarding how communities in Oregon and across the country have approached voter-approved funding for parks and recreation, and the role TPL could play in supporting those efforts, if the district were to pursue a bond measure in the future.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

None – for board review and discussion only.

**MOTION**

None

**ATTACHMENTS**

None. More information about TPL’s conservation finance work is available at [www.tpl.org/public-policy/conservation-finance](http://www.tpl.org/public-policy/conservation-finance).

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 07, 2026
<b>SUBJECT:</b>	Larkspur Parking Addition Update
<b>STAFF RESOURCE:</b>	Bronwen Mastro, Landscape Architect
<b>PREVIOUS BOARD ACTION:</b>	July 15, 2025 - Larkspur Parking Study
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Community
<b>Goal:</b>	Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback, and welcoming to all.
<b>Strategy:</b>	Develop and redevelop parks, trails and facilities to ensure they are welcoming and inclusive.

**BACKGROUND**

In October of 2020, the district completed the transformation of the former Bend Senior Center into the new multi-generational Larkspur Community Center (LCC). The LCC is located at Larkspur Park and prior to its construction the site had 157 onsite parking spaces to serve both the Senior Center and the community park.

During design for LCC, the design team extensively studied parking capacity and needs. Recreation staff developed an operating model for the new center to determine the number of necessary parking stalls. The model considered the building size, projected drop-in use, and planned programming. The results lead to a recommended parking count above the city of Bend's code. The district, through a conditional use permit, was able to build additional parking spaces beyond the code limits, which resulted in a total parking count of 240 stalls. These parking stalls serve both the Larkspur Community Center and Larkspur Park.

LCC opened for public use in the spring of 2021. Since that time, the facility programming and drop-in has increased, and it is now operating near maximum capacity during peak times and days of the week. Facility users have shared complaints about the lack of parking during high-use times. In response, staff have taken several actions, including adjusting programs and operations, adding temporary parking spaces, having staff park off site, and implementing a ride share program to help ease parking demand.

In 2023, the district decided to locate the new Art Station building within Larkspur Park. Additional parking was not included as part of the project due to the timing and type of programs offered by the Art Station. Construction of the Art Station is currently underway and temporarily occupying more than a dozen parking spaces. Once open, the class schedules and sizes will be programmed to have low to no impact on parking during high-use times. Construction is expected to be completed

in summer 2026.

To better understand parking patterns at LCC, the district conducted a parking study in April 2025. The report suggested the district considers a modest increase of parking spaces to accommodate parking demands that have continued to increase since opening in 2021.

Due to the ongoing strain on parking capacity during high-use times, the district hired a design team in fall 2025 to evaluate the feasibility of adding more parking on site. Four potential locations were identified, totaling 56 new spaces. See Attachment A.

As noted above, the parking spaces built as part of LCC exceed the number of spaces allowed by code. Approval of adding more parking requires land use approval from the city planning department. Three applications have been submitted (Conditional Use Permit, Class C Variance and Site Plan Review) and are currently being reviewed.

Staff are still evaluating the feasibility of additional parking at LCC. Factors such as land use approval and cost will affect whether the district moves forward with construction.

**BUDGETARY IMPACT**

The fiscal year 2026-30 Capital Improvement Plan (CIP) includes \$4,300,000 of System Development Charge (SDC) funds for the new Art Station building. To date \$1,087,193 has been spent on the project leaving \$3,169,363 to complete the construction of the facility. Current contracts and other owner costs are estimated to total \$4,256,556 to complete the new Art Station over the next few months of construction. The fiscal year 2027-31 CIP proposes adding \$500,000 of SDC funds and \$25,000 in alternative funds, (grant funding received for use on the Art Station), to the budget, bringing the total funding allocation to \$4,825,000, and leaving \$543,444 for additional parking.

**STAFF RECOMMENDATION**

None – the purpose of this work session is to update the board on the status of the feasibility investigation of adding more parking at LCC.

**MOTION**

None

**ATTACHMENT**

Attachment A – parking plans



P:\03-Bend\BPR (Bend Park and Rec)\BPR-05 (Larkspur Parking Addition)\BPR05-DWGS\Exhibits\2025-12-22 Land Use Exhibits\BPR05 East Parking\_Aerial.dwg

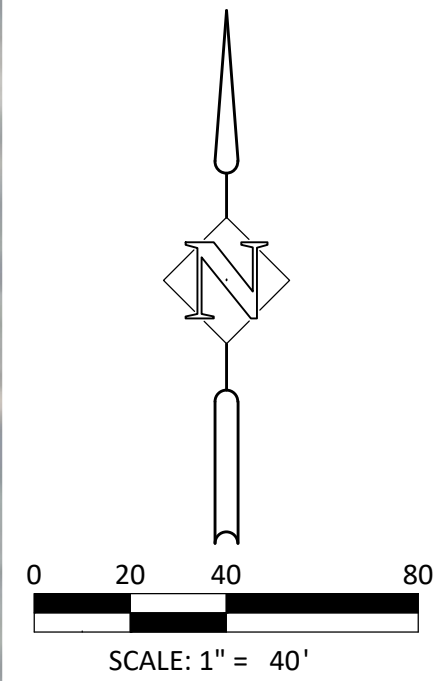


LARKSPUR CENTER

EXISTING:  
9 STALLS (+/- 11' WIDTH)

PROPOSED:  
11 STALLS (9' STANDARD WIDTH)

2 ADDITIONAL STANDARD PARKING STALLS



**EAST ISLAND PARKING RESTRIPIING**

SCALE: 1" = 40'

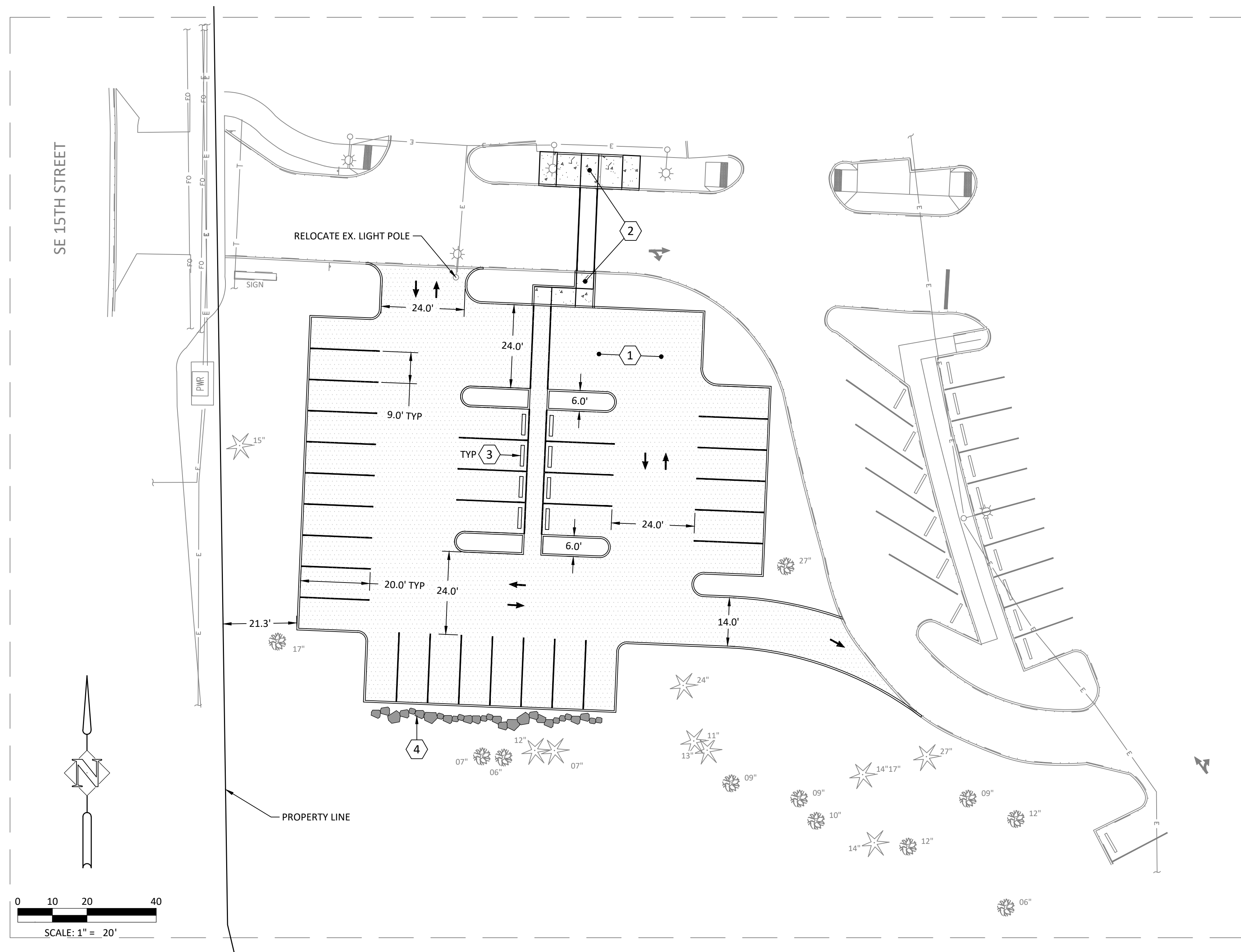
EAST ISLAND PARKING RESTRIPIING  
LARKSPUR COMMUNITY CENTER ADDITIONAL PARKING  
BEND, OR

**Harper Houf Peterson**  
**HHPR Righellis Inc.**  
ENGINEERS + PLANNERS  
LANDSCAPE ARCHITECTS + SURVEYORS  
250 NW Franklin Ave., Suite 404, Bend, OR 97703  
phone: 541.318.1161 www.hhpr.com fax: 541.318.1141

DESIGNED:	HHPR
DRAWN:	HHPR
CHECKED:	JLV
DATE	JANUARY 2026

SHEET NO.	<b>C0.2</b>
JOB NO.	BPR-05

P:\03-Bend\BPR (Bend Park and Rec)\BPR-05 (Larkspur Parking Addition)\BPR05-DWGSSheets\BPR05\_C2\_SitePlan.dwg



**15TH PARKING AREA SITE PLAN**  
SCALE: 1" = 20'

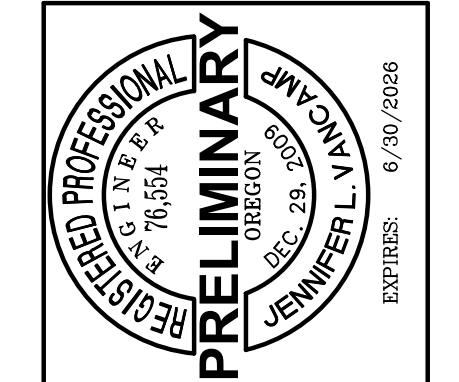
**32 NEW PARKING STALLS**  
0.32 ACRES (13,780 SF) NEW ASPHALT AREA

PARKING LAYOUT AND FEATURES ARE PRELIMINARY AND SUBJECT TO CHANGE DURING FINAL DESIGN.

SEE PRELIMINARY LANDSCAPE PLANS FOR MORE DETAILS.

**PRELIMINARY SITE PLAN**  
**LARKSPUR COMMUNITY CENTER ADDITIONAL PARKING**  
**BEND, OR**

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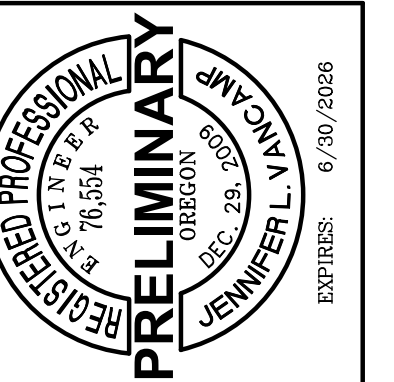
DESIGNED:	HHPR
DRAWN:	HHPR
CHECKED:	JLV
DATE:	JANUARY 2026

SHEET NO.  
**C2.0**

JOB NO.  
BPR-05

**PRELIMINARY SITE PLAN**  
**LARKSPUR COMMUNITY CENTER ADDITIONAL PARKING**  
**BEND, OR**

**Harper Houf Peterson**  
**Righellis Inc.**  
 ENGINEERS \* PLANNERS  
 LANDSCAPE ARCHITECTS \* SURVEYORS  
 230 NW Franklin Ave., Suite 404, Bend, OR 97703  
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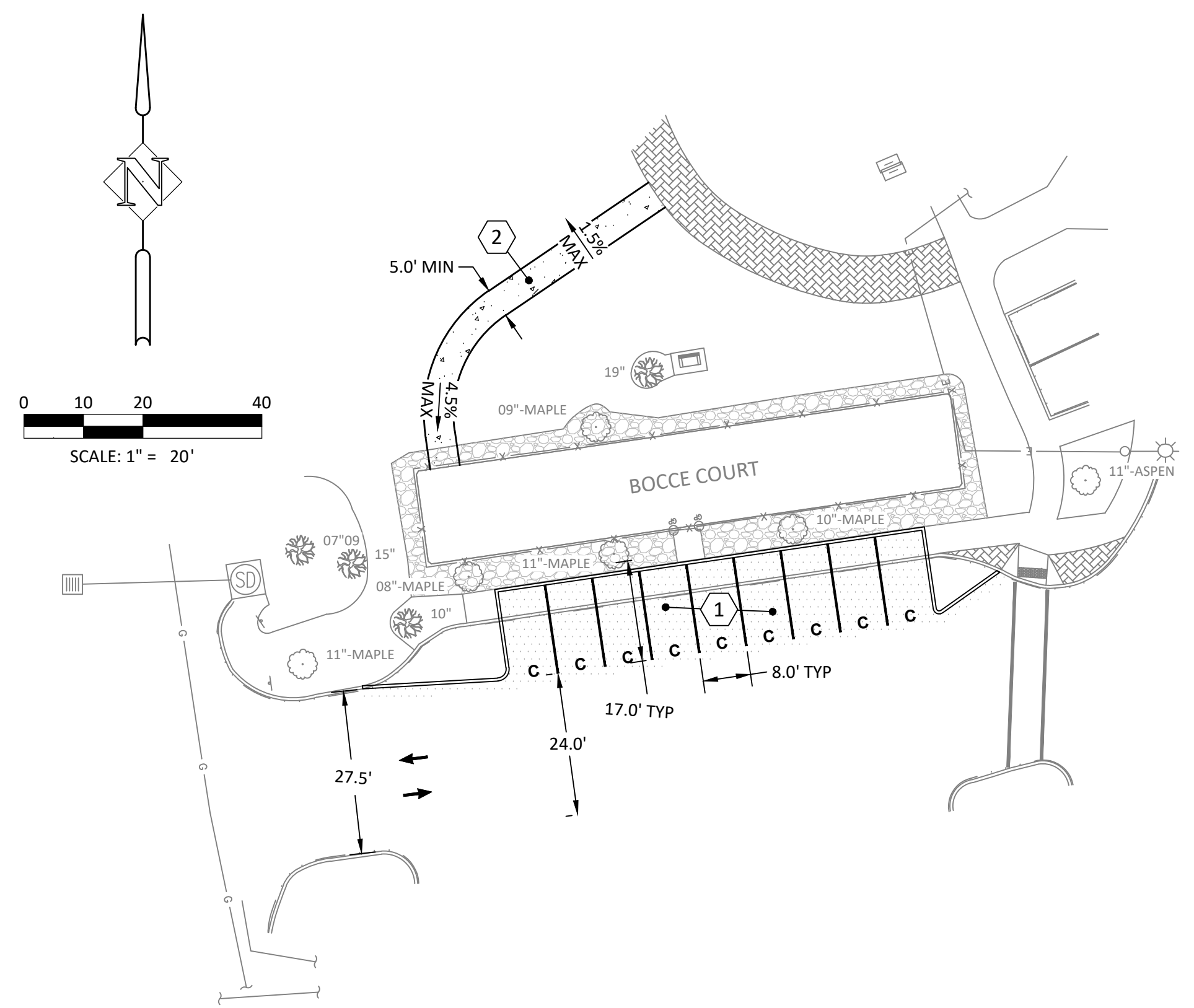
DESIGNED:	HHPR
DRAWN:	HHPR
CHECKED:	JLV
DATE:	JANUARY 2026

DATE	NO.	DESCRIPTION

SHEET NO.  
**C2.1**  
 JOB NO.  
 BPR-05

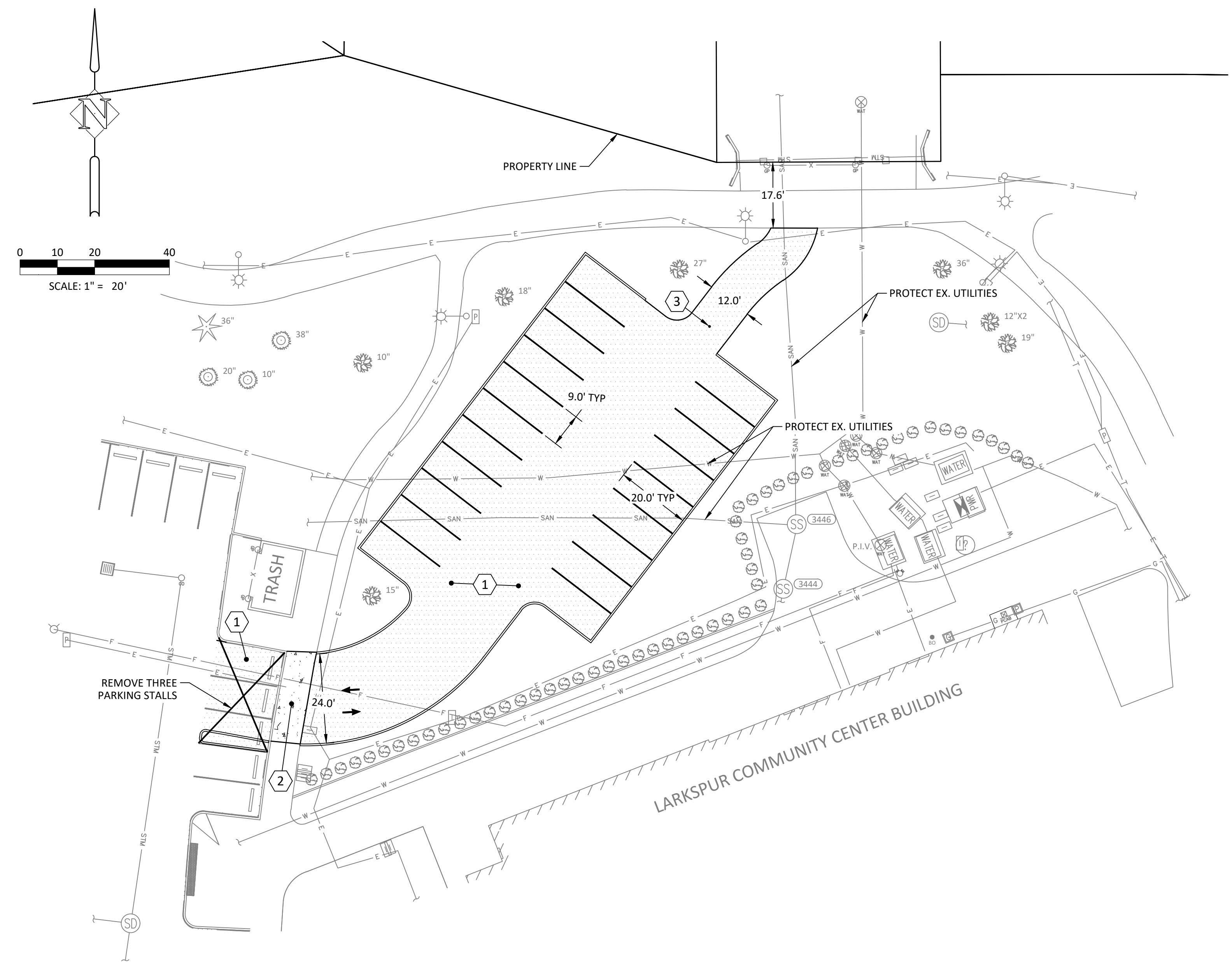
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- ① [Pattern] AC PAVING SECTION.
  - ② [Pattern] CONCRETE SIDEWALK.
  - ③ [Symbol] BOLLARD.

- CONSTRUCTION NOTES:**
- ① AC PAVING SECTION.
  - ② CONCRETE SIDEWALK.
  - ③ BOLLARD.



**BOCCE PARKING SITE PLAN**  
 SCALE: 1" = 20'

**5 NEW COMPACT PARKING STALLS**  
 (4 EXISTING STALLS REMOVED & 9 PROPOSED COMPACT STALLS)  
 0.01 ACRES (390 SF) NEW ASPHALT AREA



**NORTH PARKING SITE PLAN**  
 SCALE: 1" = 20'

**17 NEW PARKING STALLS**  
 (3 EXISTING STALLS REMOVED & 20 PROPOSED STALLS)  
 0.17 ACRES (7,590 SF) NEW ASPHALT AREA

PARKING LAYOUT AND FEATURES ARE  
 PRELIMINARY AND SUBJECT TO CHANGE  
 DURING FINAL DESIGN.  
 SEE PRELIMINARY LANDSCAPE PLANS FOR  
 MORE DETAILS.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Executive Director Annual Performance Evaluation Procedure Review
<b>STAFF RESOURCE:</b>	Kathleen Hinman, Human Resources Director
<b>PREVIOUS BOARD ACTION:</b>	July 1, 2025 – Approved Executive Director’s 2025 Evaluation
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

Each year, the Bend Park and Recreation District Board of Directors conducts an annual performance evaluation of the executive director. The procedure establishes guidelines for the board to ensure a consistent and structured annual evaluation process. The guidelines align with the terms of the executive director’s contract and the requirement of ORS 192.660.

The timeline proposed for the executive director’s annual evaluation for 2026 is as follows:

- April 7, 2026 – Procedure review and discussion at board meeting.
- April 10, 2026 – Self-Evaluation due from the executive director.
- April 13, 2026 – HR Director will send the self-evaluation to the board.
- April 24, 2026 – Board Members submit completed evaluations to the HR director.
- April 30, 2026 – HR Director prepares the board performance evaluation including verbatim and summary and sends it to the board for review.
- May 5, 2026 – Board meets in executive session with human resources director to discuss and finalize the evaluation.
- May 8, 2026 – HR director provides the board performance evaluation summary to the Executive Director.
- May 19, 2026 – Board of directors meets with executive director in executive session to present the evaluation and discuss proposed goals.
- May 26, 2026 – Board chair and vice chair meet with executive director after agenda review meeting to review current contract.
- June 2, 2026 – Board approves the evaluation and any merit or contract adjustments in open session.

The proposed evaluation continues to be based on six key objectives: leadership, strategic planning, customer focus, workplace culture, best practices and continuous improvement, and financial management. The evaluation also includes a review of annual goals.

**STAFF RECOMMENDATION**

Staff recommend the board conduct the annual performance evaluation in alignment with the established procedures and the proposed 2026 timeline.

**BUDGETARY IMPACT**

The executive director's annual performance evaluation procedure and proposed timeline do not create a budget impact. The executive director's employment contract compensation is included in the Administrative Services Department's annual budget.

**MOTION**

None

**ATTACHMENT**

Attachment A – 25-26 Proposed Executive Director Annual Performance Evaluation Procedure



# Executive Director Annual Performance Evaluation Procedure

## Attachment A

### INTRODUCTION

Each year, the Bend Park and Recreation District's Executive Director will undergo a performance evaluation conducted by the Board of Directors. This procedure establishes guidelines for the Board to ensure a consistent and structured annual evaluation process, aligned with the terms of the Executive Director's contract and the requirements of ORS 192.660.

### EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT PERFORMANCE EVALUATION TERMS

*The Board will conduct ongoing performance assessments of the Executive Director, with a formal written evaluation completed annually by June 20. The evaluation will be based primarily on mutually developed annual goals that assess the Executive Director's management of the district and progress toward district objectives, considering available financial and staff resources. These objectives may be modified at the start of each review period with mutual agreement. If performance is deemed unsatisfactory, the Board Chair will provide specific written examples. Following the evaluation, the Board will determine any merit-based salary increase. If the Executive Director meets or exceeds goals and a merit increase is budgeted for all district staff, the Executive Director will receive the applicable increase. The evaluation will be reviewed in executive session and presented by the Board Chair and Vice-chair or the full Board. Any compensation adjustments will be approved in a public session.*

### PROCEDURE

1. Annually, the Executive Director will complete a self-evaluation regarding their performance and submit it to the Human Resources director one month in advance of their annual evaluation.
2. The Human Resources Director will send the Executive Director's completed self-evaluation and blank performance evaluation form to all Board Members to complete.
3. Board Members will have a minimum of two weeks to complete the evaluation and submit it to the Human Resources Director.
4. The Human Resources Director will prepare a performance evaluation report to include each Board member's feedback as well as an overall summary, which will be distributed to all Board Members prior to the executive session of the scheduled Board meeting for the performance evaluation review.
5. Executive session:
  - a. The Board will convene in an executive session (unless an opening hearing is requested by the Executive Director) with the Human Resources Director to review the performance evaluation summary for accuracy.
  - b. All Board Members are invited to share their comments.



## Executive Director Annual Performance Evaluation Procedure

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- c. No discussion regarding contract terms or any form of compensation will occur in executive session, but Board Members should discuss if the Executive Director's performance does not meet, meets or exceeds expectations.
  - d. The Executive Director will receive a copy of the performance evaluation report prior to meeting with the Board in executive session (unless an opening hearing is requested by the Executive Director) with time to review.
  - e. In a subsequent meeting, the full Board will meet with the Executive Director to present the evaluation.
  - f. The Board Chair and Vice Chair will meet with the Executive Director to review the existing contract and discuss any proposed changes to the contract and/or compensation.
6. In open session:
- a. The Board Chair will summarize the Executive Director's performance evaluation.
  - b. There is no change to the Executive Director's employment agreement required if the Board provides a merit increase, bonus or other change in benefits as stated in the Executive Director's employment agreement. At minimum, a merit increase will be awarded if the Executive Director is meeting or exceeding expectations and the Board has approved a budgeted merit increase for all staff. A Board Member will make a motion to approve the Executive Director's evaluation with a merit increase or other compensation, if the Executive Director is meeting or exceeding expectations, that reflects the evaluation. After a second, the Board Chair will call for a vote.
  - c. In the event, a change to the Executive Director's employment agreement is needed, a Board Member will make a motion to delegate authority to the Board Chair and Vice-chair to negotiate a contract amendment consistent with the evaluation. After a second, the Board Chair will call for a vote.
7. In the event there is a change to the Executive Director's employment agreement, following the Board meeting, the Board Chair and Vice-chair will meet with the Executive Director to discuss potential contract amendment terms. Once the three come to an agreement, the Board Chair communicates the terms of the amendment to the Human Resources Director and prepares a contract amendment with legal counsel. The contract amendment is then circulated to the Board Chair and Vice-chair for review. It is then provided to the Executive Director for review. Once all parties have reviewed the amendment, the Human Resources Director sends the amendment along with a memorandum to the full Board of Directors and the Executive Director and the contract amendment will be placed on the consent agenda of the next scheduled Board meeting. If any Board Member has questions or needs to discuss the contract, they can request it be pulled from the consent agenda for discussion during the meeting. No discussion regarding the contract shall occur among Board Members outside of a public meeting, except as expressly set forth in this procedure.



# Executive Director Annual Performance Evaluation Procedure

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## Executive Director's Annual Evaluation 2026 Timeline

**April 7, 2026** – Procedure review and discussion at Board meeting.

**April 10, 2026** – Self-Evaluation due from the Executive Director.

**April 13, 2026** – HR Director will send the Self-Evaluation to the Board.

**April 24, 2026** – Board Members submit completed evaluations to the HR Director.

**April 30, 2026** – HR Director prepares the Board Performance Evaluation including verbatim and summary and sends it to the Board for review.

**May 5, 2026** – Board meets in Executive Session with Human Resources Director to discuss and finalize the evaluation.

**May 8, 2026** – HR Director provides the Board Performance Evaluation Summary to the Executive Director.

**May 19, 2026** – Board of Directors meets with Executive Director in executive session to present the evaluation and discuss proposed goals.

**May 26, 2026** – Board Chair and Vice Chair meet with Executive Director after Agenda Review meeting to review current contract.

**June 2, 2026** – Board approves the evaluation and any merit or contract adjustments in open session.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Adopt Resolution No. 2026-02 Appointing the Executive Secretary, Registered Agent and Budget Officer
<b>STAFF RESOURCE:</b>	Michelle Healy, Executive Director Natalie Macsalka, Executive Assistant
<b>PREVIOUS BOARD ACTION:</b>	January 21, 2003: Board adopted Resolution Nos. 226 and 227 and January 7, 2020, Board adopted Resolution No. 2020-01.
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 2026-02 replacing Resolution Nos. 226, 227, and 2020-01

**BACKGROUND**

Resolution No. 2026-02 supersedes prior resolutions that appointed Don Horton as the District's Executive Secretary and Registered Agent, and that designated the Finance Director as Budget Officer.

This resolution updates the appointment of the Executive Secretary by assigning the role by position title rather than by individual name. It also updates the designation of the Registered Agent and the Budget Officer title. The Budget Officer title has been revised from Finance Director to Administrative Services Director to reflect the district's current organizational structure.

Under Resolution No. 2026-02, the Executive Director is appointed to serve as Executive Secretary and Registered Agent, and the Administrative Services Director is appointed to serve as Budget Officer. In addition, the Board Chair is appointed to serve as President of the District, and the Administrative Services Director is appointed to serve as President Pro Tempore.

All the responsibilities are assigned by position title, apart from the Registered Agent which is required by ORS 198.340 to be specifically designated by name. As such, as Executive Director, Michelle Healy is designated as the Registered Agent. The resolution provides for more continuity through staff transitions and eliminates the need for Board action to reappoint these positions annually.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

Staff recommend that the board adopt Resolution No. 2026-02.

**MOTION**

***I make a motion to adopt Resolution No. 2026-02 appointing the executive secretary, registered agent and budget officer for the Bend Park and Recreation District.***

**ATTACHMENTS**

- A. Resolution No. 2026-02

**BEND PARK AND RECREATION DISTRICT  
RESOLUTION NO. 2026-02**

**A RESOLUTION APPOINTING THE EXECUTIVE SECRETARY, REGISTERED AGENT  
AND BUDGET OFFICER**

**WHEREAS**, the Board of Directors (“Board”) of the Bend Park and Recreation District is authorized under ORS 266.410 and other applicable Oregon law to appoint officers and agents necessary for the administration of district affairs; and

**WHEREAS**, the Board desires to affirm and consolidate appointments for certain statutory and administrative roles to ensure continuity, clarity, and compliance with Oregon law;

**NOW, THEREFORE**, the Board resolves as follows:

**1. President**

The Board Chair is designated and appointed as the President for the district, with all powers granted to the president of a special district by the laws of the State of Oregon (including, without limitation, ORS Chapters 198 and 266), and shall continue in that capacity until a replacement is designated and appointed by majority vote of the Board.

**2. Executive Secretary**

The Executive Director is designated and appointed as the Executive Secretary for the district, with all powers and duties granted to a secretary to the Board by the laws of the State of Oregon (including, without limitation, ORS Chapters 198 and 266), and shall continue in that capacity until a replacement is designated and appointed by majority vote of the Board.

**3. President Pro Tempore**

The Administrative Services Director is designated and appointed as the president pro tempore for the district for the limited purpose of acting as a signer on the district’s financial accounts and shall continue in that capacity until a replacement is designated and appointed by majority vote of the Board.

**4. Registered Agent**

In accordance with ORS 198.340, Michelle Healy is designated and appointed as the Registered Agent for the district. The Registered Agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served and shall continue in that capacity until a replacement is designated and appointed by majority vote of the Board.

**5. Budget Officer**

In accordance with ORS 294.331, the Administrative Services Director is designated and appointed as the Budget Officer for the district and shall perform all duties prescribed

by law for that position until a replacement is designated and appointed by majority vote of the Board.

**BE IT FURTHER RESOLVED**, that this Resolution supersedes and replaces all prior resolutions, motions, or actions of the Board appointing individuals to the positions of Executive Secretary, Registered Agent and Budget Officer.

**BE IT FURTHER RESOLVED**, that the appointments made above shall remain in effect unless and until modified or terminated by action of the Board.

**ADOPTED** by the Board of Directors of the Bend Park and Recreation District this 7<sup>th</sup> day of April 2026.

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Donna Owens, Board Chair

Attest:

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Michelle Healy, Executive Director

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Adopt Resolution No. 2026-03 Authorizing Signers on the District's Financial Accounts
<b>STAFF RESOURCE:</b>	Michelle Healy, Executive Director Natalie Macsalka, Executive Assistant
<b>PREVIOUS BOARD ACTION:</b>	July 17, 2007 – Board Approved Resolution No. 296
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 2026-03, replacing Resolution No. 258 and 296

**BACKGROUND**

Resolution No. 2026-03 replaces prior resolutions that appointed specific individuals to serve as the authorized signatures on the district's accounts.

This resolution designates these roles by position title rather than by individual name. The Board Chair, Executive Director and the Administrative Services Director are named as authorized signatures for the district's financial accounts in this updated resolution.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

Staff recommend that the board adopt Resolution No. 2026-03 authorizing the Board Chair, Executive Director and the Administrative Services Director as signers on the district's financial accounts.

**MOTION**

***I make a motion to adopt Resolution No. 2026-03 authorizing the Board Chair, Executive Director and the Administrative Services Director Chair as signers on the district's financial accounts.***

**ATTACHMENTS**

- A. Resolution No. 2026-03

**BEND PARK AND RECREATION DISTRICT  
RESOLUTION NO. 2026-03  
A RESOLUTION AUTHORIZING SIGNERS ON THE DISTRICT'S  
FINANCIAL ACCOUNTS**

**WHEREAS**, ORS 266.440 gives the Board of Directors (“Board”) of the Bend Park and Recreation District discretion to deposit the district’s funds with one or more banks designated by the Board; and

**WHEREAS**, the Board has previously designated U.S. Bank as the district’s financial institution; and

**WHEREAS**, pursuant to ORS 294.120, the Board may authorize the use of facsimile signatures on checks and other instruments for the district’s financial accounts; and

**WHEREAS**, the District’s financial institution has requested a resolution designating the authorized signers on the district’s accounts;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board designates the following positions to act as authorized signers on the district’s financial accounts:

- Board Chair (as the district’s president)
- Executive Director (as the district’s secretary)
- Administrative Services Director (as the district’s president pro tempore)

and are authorized to sign checks, withdrawals, transfers, wires, and requests for new letters of credit and deposit accounts on behalf of the Bend Park and Recreation District.

**BE IT FURTHER RESOLVED**, that the Board authorizes the use of facsimile signatures by the authorized signers on the district’s financial accounts.

**BE IT FURTHER RESOLVED**, that this Resolution supersedes and replaces all prior resolutions or authorizations relating to signers on the district’s financial accounts.

**ADOPTED** by the Board of Directors of the Bend Park and Recreation District this 7<sup>th</sup> day of April 2026.

\_\_\_\_\_  
Donna Owens, Board Chair

Attest:

\_\_\_\_\_  
Michelle Healy, Executive Director

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Resolution No. 2026-04 Local Government Grant Program – Hollinshead Park Improvement Project
<b>STAFF RESOURCE:</b>	Rachel Colton, Planner Ian Isaacson, Landscape Architect
<b>PREVIOUS BOARD ACTION:</b>	Dec. 5, 2023: Awarded Professional Services Contract; July 16, 2024: Approved Updated Preferred Concept Plan; Feb. 17, 2026: Approved Contract Amendment No. 4
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 2026-04 authorizing a 2026 Local Government Grant Program Application for Miller’s Landing Park
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Support the recreational needs of an evolving community through programming, parks, trails and facilities
<b>Strategy:</b>	Maintain adopted levels of service targets for parks, trails and facilities

**BACKGROUND**

Hollinshead Park is a 16.1-acre community park in northeast Bend. Donated by Dean and Lily Hollinshead, it has deep roots in the area. Originally a bustling ranch, it retains a reminder of its pioneer heritage, offering visitors a journey back in time. Unique features are dispersed across the park including an off-leash dog area, gardens for the community and demonstrations, a walking trail and picnic areas. The park is also home to historical buildings, notably the Hollinshead Barn and the Sharecroppers House, which have been transformed into a museum.

In 2010 the district developed a preferred concept plan for the park. This was not just a plan for the park’s future, but an effort to honor its past while making it more functional and accessible as the community grows. Starting in early 2024, the district solicited public feedback regarding proposed improvements at the park and in summer 2024, the board approved the preferred conceptual design. The design builds upon the district’s preferred concept plan from 2010. Proposed improvements include:

- A new permanent restroom to bring the park up to the district’s standards for a Community Park
- New ADA-compliant pathways (paved) and accessibility improvements around the Event Barn

- Renovation of the existing parking lots to address circulation, operational and accessibility issues
- Enclosure of the existing off leash area to increase park-user safety and reduce conflicts
- Creation of a “History Walk” along the paved pathways with interpretive signs to celebrate the park's history and features
- Street improvements required by the city that will improve access to the park
- Preparation of a maintenance report to ensure the park's structures are preserved for future generations. This guide will provide recommendations for the care and upkeep of the park's historic structures. Any construction recommendations highlighted in this report are not part of this project and will be funded as part of a future project.

District staff anticipates the total cost of this project will be approximately \$3,000,000 and would like to apply to the Local Government Grant Program (LGGP) to help fund the project. The LGGP grant application deadline is June 5, 2026, and requires the submittal of a board resolution approving the application. Staff prepared the attached draft Resolution No. 2026-04 for board review and approval.

### **BUDGETARY IMPACT**

The 2026-2030 Capital Improvement Plan (CIP) allocates \$1,100,000 for the Hollinshead Park project. Currently, \$353,771 is budgeted for design with \$746,229 for construction and other miscellaneous costs. The total project cost is anticipated to be approximately \$3,000,000. As such, additional funding will be needed to construct the project, which will be included in the fiscal year 2027 CIP for future board approval. The maximum award amount for large grant requests is \$1,000,000 and a minimum 50-percent match is required. Given anticipated project costs, the district will be requesting the maximum grant award, which will be matched by district funding comprised of money from property taxes and facility rental special reserve fund.

### **STAFF RECOMMENDATION**

Staff recommends that the board adopt Resolution No. 2026-04 supporting the 2026 Hollinshead Park Improvement Project Local Government Grant Program grant application.

### **MOTION**

***I move to adopt Resolution No. 2026-04 authorizing district staff to apply to the Oregon Parks and Recreation Department for a 2026 Local Government Grant Program grant in support of the Hollinshead Park Improvement Project.***

### **ATTACHMENT**

Resolution No. 2026-04

**BEND PARK & RECREATION DISTRICT  
RESOLUTION NO. 2026-04**

**AUTHORIZING DISTRICT STAFF TO APPLY FOR THE 2026  
OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT FUNDS**

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and,

**WHEREAS**, the district desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, the Board of Directors has identified enhancements to Hollinshead Park as a priority in the District’s Five-Year Capital Improvement Plan (CIP) and Comprehensive Plan; and

**WHEREAS**, the Hollinshead Park Improvement project includes extensive site upgrades including a new permanent restroom, new ADA compliant pathways, parking lot renovation, off-leash dog park enclosure, creation of a historical walk, street improvements to enhance park access and preparation of a maintenance report to support park longevity; and

**WHEREAS**, Bend Park and Recreation District has available local matching funds to fulfill its share of the obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, Bend Park and Recreation District will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors hereby resolves that district staff is authorized to seek Local Government Grant funds to support enhancements in Hollinshead Park.

**ADOPTED** by the Board of Directors of the District on this 7th day of April, 2026.

\_\_\_\_\_  
Donna Owens, Board Chair

Attest:

\_\_\_\_\_  
Michelle Healy, Executive Director

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Columbia Park Access Project – Amendment No. 4 to Professional Services Agreement
<b>STAFF RESOURCE:</b>	Ian Isaacson, Landscape Architect
<b>PREVIOUS BOARD ACTION:</b>	March 17, 2026; Approved IGA with City of Bend for Gilchrist Bridge replacement and ownership transfer
<b>ACTION PROPOSED:</b>	Approve Amendment No. 4 to Professional Services Agreement with Environmental Science Associates
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Support the recreational needs of an evolving community through programming, parks, trails and facilities
<b>Strategy:</b>	Maintain adopted levels of service targets for parks, trails and facilities

**BACKGROUND**

Columbia Park is owned and maintained by the district. The Gilchrist Bridge is owned and maintained by the city of Bend (City). The bridge is partially located within Columbia Park and spans the Deschutes River, linking key trail segments in the district’s Comprehensive Trails Plan and the city’s Low Stress Network. The aging bridge was constructed prior to 1994 and does not meet current multi-use trail design standards.

The district is under contract with Environmental Science Associates (ESA) for the Columbia Park River Access project. Amendment No. 4 would add services to the Columbia Park River Access Project contract to support the Gilchrist Bridge replacement, in accordance with the recently approved Gilchrist Bridge intergovernmental agreement (IGA) between the city and district. Amendment No. 4 specifically includes preparing permit-level and bid-ready plans and specifications; agency coordination and permit applications, bid support and construction engineering assistance for the bridge.

**BUDGETARY IMPACT**

The 2026-2030 Capital Improvement Plan allocates \$788,820 for the Columbia Park Access project. To date, \$146,650 has been spent on design services and related expenses, leaving \$642,170 for the remainder of design, permitting and construction of the park improvements, including owner miscellaneous and administrative costs.

The current professional services contract with ESA is \$216,336. The cost for Amendment No. 4 is \$250,000, which would bring the total contracted amount for professional services to \$466,336. An

additional 10% contingency for amendment No. 4 of \$25,000 would bring the total approved design budget not to exceed \$491,336. Per the IGA, the city will reimburse the district for all costs associated with consultant services performed as part of Amendment No. 4.

**STAFF RECOMMENDATION**

Staff recommend approval of Amendment No. 4 to the Professional Services Agreement with Environmental Science Associates, including an additional 10% contingency, to complete the additional design, permitting, bidding and construction phase services for the Gilchrist Bridge replacement.

**MOTION**

***I move to authorize the executive director to execute Amendment No. 4 to the Professional Services Agreement with Environmental Science Associates with a cost not to exceed \$250,000, and to approve an additional 10% contingency of \$25,000, for a total design budget not to exceed \$491,336.***

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 7, 2026
<b>SUBJECT:</b>	Needs-Based Assistance Report for 2025-26 and Plan for 2026-27
<b>STAFF RESOURCE:</b>	Jase Newton, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	April 1, 2025 – Approved Needs-Based Assistance Plan for FY 25-26
<b>ACTION PROPOSED:</b>	Approve Needs-Based Assistance Plan for 2026-27
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Community
<b>Goal:</b>	Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback, and welcoming to all.
<b>Strategy:</b>	Plan and create welcoming, inclusive, safe and accessible opportunities and programs that address barriers to participation

**BACKGROUND**

The Needs-Based Assistance Program (NBA), including the Recreation Scholarship Program, is the primary way in which the district facilitates access and participation in recreation programs and facilities for community members with limited financial resources. The board last approved a revised User Fees and Charges Policy on March 18, 2025, which established financial guidelines to help ensure more predictable and sustainable funding for the scholarship program. No proposed changes to the policy are currently needed. The district implements the policy through an annual board approved Needs-Based Assistance Plan which is then funded through the budget process.

Staff will share a summary of the current year's plan usage before presenting the proposed NBA Plan for 2026-27. A copy of the proposed plan for board consideration and approval is attached to the board agenda report (Attachment A).

To ensure sustainable funding is available for these programs, staff are recommending one significant change that was shared previously with the board during the workshop in January. Scholarship assistance levels currently range from 50-75% for most programs, and 50% assistance on all recreation pass types except single-visit admission. Staff are proposing to lower these thresholds annually for the next four years, ultimately landing on 30-50% assistance levels, and 30% assistance on recreation pass types by 2030.

The proposed change is designed to ensure scholarship funding remains sustainable and aligned with recently adopted financial guidelines, while continuing to provide meaningful

assistance to a diverse range of individuals and programs, including essential childcare services. It also enables the district to maintain robust outreach efforts, expanding access to residents who would benefit from the program. Staff will present additional details at the board meeting, including potential impacts on current scholarship recipients and key implementation considerations.

### **BUDGETARY IMPACT**

FY 26-27 estimates show that approximately \$734,000 in scholarship funding will be used. The FY 26/27 proposed plan allocates \$709,000 for the scholarship program. This represents approximately 5% of the projected recreation revenue, aligning with the parameters outlined in the Fees and Charges Policy. The district anticipates receiving approximately \$206,000 in non-tax funding to support the scholarship program, including cell phone tower revenue, donations, sponsorship, food and beverage revenue, and partnership contributions. This represents 29% of budgeted scholarship use, slightly above the 25% minimum target set in the Fees and Charges Policy. The remaining \$509,000 is supported by general fund tax resources. Once the plan is approved by the board, these funding requirements and resources will be built into the proposed FY 26-27 budget.

### **STAFF RECOMMENDATION**

Staff recommend that the board approve the Needs-Based Assistance Plan for fiscal year 2026-27.

### **MOTION**

***I move to approve the Needs-Based Assistance Plan for 2026-27 and include funding to support the plan in the 2026-27 Fiscal Year budget proposal.***

### **ATTACHMENTS**

Attachment A – Needs- Based Assistance Plan for 2026-27



## Needs-Based Assistance Plan – 2026-2027

### Purpose

This Needs-Based Assistance Plan details how the district plans to provide financial assistance to low-income residents for the period September 2026-August 2027. This plan aligns with guidelines outlined in the Needs-Based Assistance section of the Fees and Charges Policy.

### Components of Plan

1. Recreation Scholarship Program – The scholarship program provides financial assistance to qualified households for most recreation programs and is the primary way in which the district reduces financial barriers for lower-income residents.
2. Free and Low-cost Programs – The district offers a variety of free and low-cost programs that are specifically designed to reach lower income residents although they may also serve a broader population.
3. Outreach – District outreach efforts are focused on historically underserved and under resourced residents including lower income households and is an important component of the Needs-Based Assistance Plan as it builds awareness of the opportunities the district provides while helping remove other barriers to participation.

### Scholarship Eligibility

To be eligible for the district Scholarship Program, the household must meet the following conditions:

1. Be a resident of the park district (Kids INC, Middle School Basketball and other programs operated in partnership with Bend La Pine Schools are exempt from this requirement).
2. Have a household income 200% or below of current Federal Poverty Guidelines. Households whose income is 130% or below the Federal Poverty Guidelines may be eligible for a higher level of support for certain programs.
3. Not have been subject of a formal exclusion in the previous 12 months. Persons who have received exclusions of one-year or longer will not be eligible for scholarships for one year after completion of the exclusion.

### Scholarship Assistance Levels

Eligible households receive the following assistance levels for most recreation programs. The lower end of the range represents regular scholarship levels while the higher end of the range is for households whose income is 130% or below the Federal Poverty Guidelines. The higher assistance levels apply to core district-provided activities only.

#### 1. Recreation Programs

Youth Programs	45-65%
Programs for people with disabilities	45-65%
Kids INC, Op Rec and PAC	45-65%

Adult Programs	20-45%
Family Programs	45-65%

2. **Recreation Facility Use:** Eligible households receive 45% assistance on all Recreation Facility Pass types except for annual passes and single visit admission.
3. **Programs and Services not eligible for scholarship assistance:**
  - Specialized and Private benefit programs as defined in the Fees and Charges Policy
  - Adult team sport registrations
  - Equipment rentals
  - Facility rentals
  - Concession items, including food and beverages and merchandise
  - Single visit admission to recreation facilities
  - Any program registration under \$15.00
4. **Limitations:** The maximum amount of scholarship funds awarded for recreation programs will not exceed \$1,000 per person per year. Kids INC afterschool care, Operation Recreation, PAC and recreation facility passes are not included in the maximum.
5. **Additional Support:** The district will work with households who are unable to pay the non-scholarship portion of the fee. This may include referring them to the Park & Recreation Foundation for gap fund assistance or working with other community partners to locate available funding.
6. **Special Circumstances:** In extreme cases, the district may waive all or a portion of the fees required after the scholarship assistance is applied.

**Scholarship Program Funding**

The Recreation Scholarship Program is funded through the recreation department budget in the district General Fund. Pursuant to board guidelines in the Fees and Charges Policy, scholarship funding is limited to 5% of recreation revenue received through fees and charges. This is projected to be \$709,000 for FY 26-27. The board guidelines also set a target of a minimum of 25% of scholarship use to be funded through alternative non-tax resources. The proposed budget meets this target at 29%. The budget required to support this plan is summarized below and will be included in the proposed FY 26-27 budget.

<b>Scholarship Use</b>	<b>\$709,000</b>
<u>Alternative Funding Sources</u>	
Cell Tower Lease Revenue	\$76,000
Sponsorship Revenue	\$60,000
Donations	\$50,000
Partner Contributions	\$10,000

Food & Beverage Profits	\$10,000
<b>Total Alternative Funding</b>	<b>\$206,000</b>
Percentage of Scholarship Use	29%
<b>General Fund Requirements</b>	<b>\$503,000</b>

### **Funding Priorities**

If scholarship use is estimated to exceed the funding allocation in the budget, the district will enact the following measures (in order) to remain within 5% of approved amount or seek board approval to increase the funding allocation.

1. Suspend funding for adult registration programs
2. Reduce the maximum cap per person
3. Lower the percentage for registration programs by up to 10%

### **Additional Funding Available to Scholarship Eligible Participants**

There are several other non-district funding sources that provide aide to scholarship-eligible participants by paying all or a portion of the non-scholarship fee. These funds are critical to supporting some of the highest-need participants.

- Foundation Gap Fund – Supported and managed by the Foundation, this fund provides financial assistance to those who need support above and beyond what the district’s scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs and transportation to and from programs.
- Opdycke Fund – Supported by donations from the Opdycke family and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees.
- Third-Party Assistance – The district has several agreements with organizations that pay the participant portion of the fee after scholarship.
- Medicaid Flex Funds – Pacific Source pays 100% of the cost of recreation facility passes for some Medicaid insured individuals.

### **Free and Low-Cost Programs**

The district will offer a variety of free and low-cost programs that are specifically designed to serve lower income residents. These are included in the regular recreation services budget. Planned programs include, but are not limited to:

1. Discover the Outdoors: This program targets low-income Latino youth and introduces them to outdoor recreation activities and places through a week-long camp. The program is funded in the outreach budget.
2. Senior Social Activities: Larkspur Community Center hosts a number of free activities that provide opportunities for lower income seniors to connect with others. These activities are funded in the recreation facilities budget.
3. Recreation Facility Access: District will provide free access to drop-in activities at recreation facilities for youth and their mentor from approved non-profit organizations and governmental

agencies that serve lower-income and vulnerable youth. District may also provide a limited number of vouchers allowing free access to recreation facilities to low-income households reached through district outreach efforts. There is no direct cost associated with this effort.

### **Outreach and Communication**

Offering a scholarship program and free programs is not enough; it is equally important that these opportunities are known and accessible to the communities that need them. Reaching lower income households and promoting our scholarship program is one of the main priorities of our outreach efforts. Specific actions planned for this year include:

1. Ensuring the Recreation Scholarship Program is visible and known to all community members by using all communication channels including, but not limited to the district website, playbook, social media, print materials, program-specific information and community partners.
2. Working with a variety of governmental agencies and non-profits to identify families and individuals who would benefit from the Recreation Scholarship Program and assist them in accessing the program.
3. Conducting outreach events at low-income housing communities leading up to the opening of registration each season and the Kids INC lottery application. These efforts will include the ability to assist households with scholarship applications and approval.
4. Hosting pre-registration events at district facilities in advance of registrations each season. While open to all, the primary purpose of these events is to assist households who require additional support to successfully register and participate in programs including financial assistance, language interpretation and inclusion needs.

## **Addendum A – Scholarship Procedures**

### **Scholarship Application and Approval Process**

1. Households must complete an application and provide documentation to determine eligibility annually. Applications may be submitted at any time online, by mail or hand delivered. If circumstances change within the year, households may submit more current documentation for review.
2. The following documentation will be accepted to demonstrate eligibility:
  - a. State and Federal assistance programs that correspond with district income guidelines such as SNAP food assistance and certain Oregon Health Plan enrollments. Additional documentation may be required to receive higher assistance levels.
  - b. Most recent Federal income tax returns (1040), or if unavailable, other proof of income such as SSA/SSI Benefit Statements or paycheck stubs.
3. Designated staff will review applications, determine eligibility and contact the applicant within five business days of receiving the application to inform them if they are eligible for assistance and at what level.
4. The Program Administrator will consider special circumstances (i.e., lack of income documentation, houselessness, excessive medical expenses, recently changed employment status, etc.) when determining eligibility and may make exceptions to extend eligibility to those who otherwise may not qualify.

### **Registration Process**

1. Scholarship applications must be approved before program enrollment to receive scholarship assistance.
2. Scholarship recipients register at the same time as general registrations and there are no limits on the number of scholarship registrations for any program.
3. Participants are responsible for paying the non-scholarship portion of the fee at the time of registration or select the payment plan.
4. District staff may register high-need, vulnerable children identified through community partners and district outreach efforts into programs prior to open enrollment to ensure these children have space in classes.



# Board Meeting Summary

March 3, 2026

District Office Building | 799 SW Columbia | Bend, Oregon



## **BOARD PRESENT**

- Cary Schneider
- Deb Schoen
- Donna Owens
- Jodie Schiffman
- Nathan Hovekamp

The Bend Park and Recreation District Board of Directors met on March 3, 2026, for its twice monthly meeting. A [video recording](#) of the meeting is available.

The next board meeting will be a Joint Meeting with the City of Bend at 4 p.m. on March 17, 2026.

## **Work Session –**

### **A. Administrative Services Paid Intern Program**

Staff provided an overview of the **Administrative Services Paid Intern Program**, a part-time internship program supporting students in accounting, business and information technology while meeting district operational needs. The program aligns with the district’s Strategic Plan priority for expanding partnerships and workforce development.

Two Oregon State University student interns have been gaining paid internship experience in Finance and IT since fall. Staff plans to expand the program to include a third internship focused on Purchasing and Contracts. The program supports workforce development, builds capacity during peak workload periods, and strengthens partnerships with local colleges.

### **B. Community Awareness and Perception Survey**

Probolsky Research presented the results of the 2025 Community Awareness and Perception Survey, conducted in November and December 2025. The survey showed high overall satisfaction with Bend as a place to live, and strong community support for parks, trails and recreation services. Awareness and familiarity with the Bend Park & Recreation District are very high, and respondents expressed strong trust in the district and confidence that it is headed in the right direction. Parks and recreation were ranked as the highest-valued local government

service, with broad support for future investment, including possible bond funding and continued park land acquisition. Residents also expressed a desire to maintain park funding as Bend grows, with less support for reducing park revenues to address housing affordability through fee waivers or tax exemptions. The survey also identified opportunities for improvement in transparency and community partnerships.

#### **Consent Agenda – Award Public Contract for Portable Restroom Services**

***Director Hovekamp made a motion to approve the consent agenda as presented for awarding a contract to provide portable toilet services. Director Schiffman seconded. The motion passed unanimously, 5-0 with a roll call vote. (Owens, Schneider, Schoen, Schiffman, Hovekamp)***

#### **Business Session – Memorandum of Understanding with High Desert Horticultural Center**

Staff presented a proposed Memorandum of Understanding (MOU) with the High Desert Horticultural Center (HDHC) related to a proposed botanical garden and interpretive center at the SE Bend Regional Park site. The non-binding MOU establishes a framework for collaboration, allowing HDHC to pursue grant funding for conceptual design and ensuring its participation in the district's future public planning process for the site. The discussion emphasized that any potential botanical garden would be evaluated alongside other park uses during upcoming master planning, with no commitment to development or district funding beyond currently planned conceptual planning in the capital improvement program.

The board discussed the partnership's value in supporting public education, stewardship and community access related to horticulture and natural resources.

**Director Hovekamp made a motion to authorize the Executive Director to sign the MOU with High Desert Horticultural Center to support consideration of a botanical garden at the Southeast Bend Regional Park site during the planning process. Director Schoen seconded. The motion passed unanimously, 5-0 with a roll call vote. (Owens, Schneider, Schoen, Schiffman, Hovekamp)**

The Meeting adjourned at 7:28 pm



# Board Meeting Summary

March 17, 2026

District Office Building | 799 SW Columbia | Bend, Oregon



## **BOARD PRESENT**

- Cary Schneider
- Deb Schoen
- Donna Owens
- Jodie Schiffman
- Nathan Hovekamp

## **Summary of March 17 Bend Park & Recreation District–City of Bend Joint Board Meeting**

The BPRD board of directors and the Bend city council met jointly on March 17 to coordinate on growth planning, transportation and trails, and shared capital projects affecting parks, mobility and riverfront access across the city. A [video recording](#) is available.

### **Coordinating for Growth and Housing**

City and BPRD staff reviewed Bend’s ongoing update to its 20-year Comprehensive Growth Plan, known as *One Bend. Built Together.*, which integrates land use, transportation, equity and climate planning. City officials outlined state housing requirements showing Bend must plan for more than 34,000 new housing units across income levels. BPRD highlighted how rapid growth increases demand for parks, trails and open space, and emphasized early coordination so new neighborhoods include access to recreation and connected trail systems. Discussion included potential tools such as tax exemptions, system development charge (SDC) exemptions, tax increment financing, and code updates to help align housing goals with park and trail investments.

### **Transportation System Plan and Trails**

Staff provided an update on the City’s Transportation System Plan (TSP) and how it integrates with BPRD’s comprehensive trail planning. The focus is on expanding a low-stress network for walking and biking, improving trail connectivity, and coordinating maintenance responsibilities under existing intergovernmental agreements. BPRD board and city council members discussed

future collaboration needs, including unified design standards, wayfinding and addressing emerging issues such as e-mobility use on trails. Funding and policy implications of the City's transportation fee were also part of the discussion.

### **Joint Capital Projects**

Several collaborative joint projects were reviewed.

- The Riverfront Street project, the last unimproved section of the Deschutes River Trail through downtown, is advancing through design while partners pursue additional construction funding.
- For the Drake Park pedestrian bridge, the city and BPRD expressed shared interest in replacement, with the city potentially funding design and BPRD managing the project and accepting future ownership.

### **Gilchrist Bridge Action**

The primary action item of the joint meeting was approval of an intergovernmental agreement (IGA) for replacement of the Gilchrist Bridge, a key pedestrian and bicycle crossing over the Deschutes River. The agreement authorizes BPRD to manage design and construction, incorporates a bridge replacement into a nearby Columbia Park riverbank restoration project, and transfers ownership and long-term maintenance from the city to BPRD after completion.

The city would fund project costs not to exceed \$1.48 million. Both boards approved motions to negotiate and sign the agreement, marking a significant step toward improving safety and connectivity along the Bend Bikeway and Deschutes River Trail system.

***Councilor Riley made a motion “to authorize an Intergovernmental Agreement with the Bend Park & Recreation District for replacement of the Gilchrist Bridge and the transfer of ownership from the City to the District.” Councilor Platt seconded the motion. The motion passed unanimously.***

***Director Schiffman made a motion to authorize the Executive Director to finalize and execute an Intergovernmental Agreement with the City of Bend for replacement of the Gilchrist Bridge and the transfer of ownership from the City to the District. Director Schneider seconded the motion. The motion passed unanimously, 5-0. (Owens, Schneider, Schoen, Schiffman, Hovekamp)***

*The Meeting adjourned at 5:30 pm* The next BPRD board of directors meeting is on April 7.



**PLANNING & DEVELOPMENT  
PROJECT UPDATES  
April 2026**

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**COMMUNITY PARK PROJECTS**

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

**Phase: Construction**

**No updates**

- Construction on this project is moving along. Infields, as well as pickleball and basketball areas, have base rock now installed. Light pole foundations are being drilled and poured, the pickleball fencing work has begun, the maintenance building has the roofing installed with siding underway, and the maintenance area is fully fenced. Construction is anticipated to be complete by fall of 2026.

**Update:**

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

**Phase: Permitting**

**No updates**

**Update**

- The Land and Water Conservation Fund (LWCF) grant agreement is complete and the notice to proceed has been issued. The project will be advertised for bid this month.

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**NEIGHBORHOOD PARK PROJECTS**

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**Coulter Grove Park:** *The district purchased this property in 2023 to fulfill Search Area 18. Neighborhood parks offer recreation amenities such as picnic shelters, open lawn play areas, children's play areas, paths, and natural areas. The scope of the project will be refined through the public outreach process prior to the start of the design phase.*  
<https://www.bendparksandrec.org/project/reed-lane-neighborhood-park-site/>

**Phase: Outreach/Design**

**No updates**

**Update**

- The third round of public outreach will take place during the first half of this month. There will be the opportunity to review and provide input on three initial conceptual designs for the park via an online survey or in person. Two open houses are scheduled:
  - **Wednesday, April 8:** At the BPRD District Office from 4:30 – 6:30 pm.
  - **Sunday, April 12:** At the park property from 11:00 am – 1:00 pm. This open house will be weather dependent.

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## TRAIL PROJECTS

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**Deschutes River Trail South – Refinement Study:** *This project will investigate and refine alternatives for completing the Deschutes River Trail South project. It does not include scope for final design or construction at this time.*

<https://www.bendparksandrec.org/project/deschutes-river-trail-south-study/>

**Phase: Planning**

No updates

Update

- BPRD staff along with consultants from Kittelson & Associates Inc., will be hosting a drop-in style public open house on Thursday, April 2, 2026, from 6:30 - 8:00 pm at the Elk Meadows Elementary School, gymnasium, 60880 Brookwood Blvd. The purpose of this open house is to solicit high level input from the community to guide us in developing several new options to connect the trail within the entire study area for further review.

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**North Unit Canal Trail – Phase 1:** *This trail in northeast Bend is planned to be a 10-foot-wide multi-use trail with primarily compacted gravel surface, with some portions having asphalt surface. Phase 1 includes the development between Canal Row Park and the future extension of Yeoman Road, which will also provide access to Pine Nursery Park. The segment of the trail that passes through the new Pahlisch Homes Petrosa subdivision will be transferred to BPRD for management upon completion and will offer connections to interior trails for Fieldstone Park.* <https://www.bendparksandrec.org/project/northunitcanaltrail/>

**Phase: Permitting**

No updates

- The district has completed property acquisition and has submitted a permit application to the Bureau of Reclamation. Currently, staff does not have a set timeline for the permit review and approval process.

Update

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

**Phase: Design**

No updates

- The City of Bend has provided the district with 30% design documents and cost estimates for the “one-way street” design approach and include a 10-foot-wide concrete trail in lieu of sidewalk throughout the entire street corridor. Design work is expected to be completed mid-2026, however, funding for construction has still not been identified, so a timeline for construction cannot be provided at this time.

Update:

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## REGIONAL/ COMMUNITY WIDE PROJECTS

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

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

**Phase: Construction**

No updates

Update

- Work has begun on the interior - mechanical, electrical, plumbing, and fire suppression are all underway. The Art Station is expected to be under construction through the summer of 2026.

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**Bend White Water Park Maintenance and McKay Park River Access Project:** After completion in 2016, the Whitewater Park is due for review and maintenance. The first phase of this project used survey and engineering analysis to compare the current functions of the park with the original design intent. The district will work with the consultant to determine the scope of work for a project to update and improve the whitewater park features. The project also includes improving river access for all users at McKay Park. The preferred concept design was completed and approved in 2023 under the McKay, Miller's, and Columbia Park River Access and Restoration project. <https://www.bendparksandrec.org/project/bend-whitewater-park-maintenance-and-mckay-park-access/>

**Phase: Design**

No updates

- Conceptual design development began in late summer 2025 and will continue through the winter. These concepts, which will be presented to the public in summer 2026, will allow the project team to analyze varying levels of options to address priorities.

Update

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**Columbia Park River Access Project:** The preferred concept design includes bank improvements to enhance the natural area within this reach of river frontage, as well as a small, hardened access point for river users. It is anticipated that this project will go out to bid in summer 2026 with construction beginning in early fall 2026. This project was prioritized from the 2018 Deschutes River Access and Habitat Restoration Plan, and the preferred concept design was completed under the 2023 McKay, Miller's, and Columbia Park River Access project.

<https://www.bendparksandrec.org/project/columbia-park-river-access-project/>

**Phase: Permitting**

No updates

Update:

- With the Gilchrist Bridge IGA executed between the district and city, BPRD staff has begun to prepare permit applications to both state and federal agencies. Final bridge design documents are being completed and will be integrated into the bid package along with the Columbia River Access designs.

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## ASSET MANAGEMENT PROJECTS

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**Sylvan Park Playground Renovation:** The small wood-based playground was built in 1993, no longer serving the needs of the neighborhood. The district will replace the playground and surfacing and create an accessible route to the playground from the parking area. <https://www.bendparksandrec.org/project/sylvan-park-playground-renovation/>

**Phase: Construction**

No updates

Update:

- Permits have been issued and work has begun on site. Completion is expected in early this summer 2026.

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**JSFC Outdoor Pool Roof Cover Replacement and Renovation Project:** This design build contract project combines five projects needed for the facility which are replacement of the existing 50-meter pool cover, replacement of the main chiller unit, replacement of the roofing material covering the south wing, re-lining of the Myrtha walls in the 50-meter pool and remodeling the original locker rooms on the northwest side of the building. Work is scheduled to begin Fall 2027.

<https://www.bendparksandrec.org/project/juniper-renovations/>

**Phase: Planning**

No updates

- In June of 2025, the district hired Pence Construction as a Design Build contractor to complete both design and construction of the project. Pence has been working on preliminary design and bringing on additional design build contractors to move the project forward for better cost estimating. Design and permitting will continue through 2026. Staff are now evaluating costs and project scope with the contractor. Changes to each will be included in the draft CIP for fiscal year 2027.

Update:

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**Boyd Acres Park Services Complex:** *The district has executed a purchase and sale agreement (PSA) with the City of Bend for the purchase of their existing utility shop on Boyd Acres Road to become the new Park Services site. This PSA allows the city to occupy the facility until their new facility is complete, which is anticipated at the end of 2026. The district is developing a design for tenant improvements to be constructed once the district takes ownership of the property.*

**Phase: Construction**

No updates

Update:

- Construction is in progress. Planning for the move between the Simpson and Boyd Acres locations is in progress and will take place summer/fall 2026.

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**Hollinshead Park ADA and Preferred Concept Design:** *Knowing the importance of this historic property, community members and BPRD staff worked together in 2010 to develop a preferred concept plan for the future of the property. Improvements for the park include a new permanent restroom, ADA-compliant pathways, renovation of the parking area, enclosing the off-leash area, a “history walk” with interpretive signs in collaboration with the Deschutes Historical Society, and a maintenance report to preserve the park’s structures. Construction is slated to begin mid-2027.*

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

**Phase: Permitting**

No updates

- With additional design work required by the City of Bend for right-of-way improvements, the team will soon complete additional site survey so the design work can be completed. Once finished, staff will focus efforts towards securing alternative funding opportunities via an LGGP grant for installation of the upgrades.

Update

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

**Phase: Permitting**

No updates

- A contractor has been selected, and the award of the construction contract is ready to go to board for approval. Currently this project is on hold pending lease negotiations with the Boys and Girls Club.

Update:

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**Larkspur Park Playground Renovation:** *After years of use at this highly popular playground, renovations and replacements of the existing playground surfacing is needed. The major priority for this replacement is to ensure property ADA access is maintained throughout the playground area, including proper grade transitions from hardscape to playground surfacing.*

**Phase: Planning**

No updates

Update:

- Additional analysis is required to determine the full scope of this project. Staff will continue to develop options.

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## OTHER PROJECTS AND FUTURE DEVELOPMENT

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

No updates

- The district recently entered into a Purchase and Sale Agreement for the purchase of a new 2-acre neighborhood park site in southeast Bend within the Pahlisch Easton neighborhood development. Staff are currently performing due diligence and title review, and the sale is expected to be completed prior to July 1, 2026.

Update:

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**SDC Waivers for Affordable Housing:**

**No updates**

- Park SDC waivers for 787 single- and multi-family units have been approved through coordination with the City of Bend at a cost to the district of about \$5.5 million in waived SDC fees. BPRD has also approved SDC waivers for three temporary shelter projects, totaling 32 units, and at a cost of \$200,737 to the district. The board approved an additional 150 waivers for 2025 and 2026, all 150 of which have been used. Staff and legal counsel have completed the necessary deed restriction documents for 614 units since May 2020.

**Update:**

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**Deschutes River Access and Habitat Restoration Plan (River Plan) Update:** *The Deschutes River Access and Habitat Restoration Plan (River Plan) was adopted in November 2021 and includes 28 projects. Over the past four years, the district has completed 12 of the 28 projects, or approximately 43%. Planning staff are working on a minor update to the plan to reflect changing conditions within the river corridor and to incorporate new sources of data regarding environmental conditions and river park usage.*

**No updates**

- Staff provided the board with an update on plan implementation and the scope of the update and are currently working on background data collection and review, including a review of the habitat inventory work completed by BPRD's 2025 summer intern.

**Update**

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**Board Calendar  
2026**

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

**APRIL 17**

**PROJECT TOUR**

**APRIL 21 Board Reports Due 4/10**

**4 pm–Board Self-Evaluation**

**WORK SESSION**

- Fleet Management and Vehicle Leasing- *Kristin Toney and Sasha Sulia (20 min)*
- Shevlin North Trail Plan – *Quinn Keever and Henry Stroud (20 min)*

**CONSENT Agenda**

- Approve Health Insurance Contract (*tentative*)

**BUSINESS SESSION**

- Approve Annexation Policy update – *Sara Anselment (20 min)*
- Approve Trails IGA Amendment with City of Bend – *Henry Stroud (20 min)*

**REPORTS**

- Third Quarter Admin Update

**MAY 5 Board Reports Due 4/24**

**EXECUTIVE SESSION – Officer Evaluation**

**WORK SESSION**

- ORPA Leadership Academy Presentations – *Adam Kau and Cayla Gleaton (30 min)*
- Wildfire Resilience projects – *Zara Hickman and Sasha Sulia (30 Min)*

**BUSINESS SESSION**

- Resolution No.2026-XX - SDC Annual Index – *Kristin Toney (10 min)*

**REPORTS**

- Project Update

**Future Topics**

IGA with NUID for canal trail – *Henry Stroud*

DEI Update – *Bronwen Mastro*

South UGB Updates – *Henry Stroud*

Bend Whitewater Park – *Ian Isaacson*

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

Park Search Area 5 (Talline) PSA – *Quinn Keever*

Therapeutic Recreation Update

B&G Club Lease – *Kristin Toney*

Resolution No. 2026-01 Budget Amendment Rental Fund– *Kristin Toney*

MOU with Historical Society for Hollinhead Museum – *Julie Brown (20 min)*

Preconstruction Contract Amendment for JSFC – *Brian Hudspeth (15 min)*

Approve Old Bend Gym Wall Repair construction contract – *Bronwen Mastro (10 min)*