Board Meeting Summary

December 16, 2025

District Office Building | 799 SW Columbia | Bend, Oregon

The Bend Park & Recreation District Board of Directors met on Dec. 16, 2025, for its final meeting of the calendar year. A video recording of the meeting is available. The meeting began with employee recognition for Shannon Gilman, who is retiring as the aquatics supervisor after 35 years with BPRD, and staff introductions in Recreation.

Business Session:

Annual Comprehensive Financial Report and Audit

The board received the Fiscal Year 2025 Annual Comprehensive Financial Report (ACFR) from Finance Manager Eric Baird, Administrative Services Director Kristin Toney, and guest presenters Cyrus Ward and Jessica Luther-Haynes. The report, required by Oregon law, provided a thorough overview of the district's financial position and operations. The independent audit, conducted by Aldrich CPAs + Advisors LLP, resulted in an unmodified "clean" opinion, affirming the district's fiscal integrity. The board accepted the ACFR as presented, recognizing its importance for transparency, bond ratings, and public trust.

Director Schoen made a motion to accept the Bend Park and Recreation District's audited Annual Comprehensive Financial Report for the fiscal year 2025. Director Hovekamp seconded. The motion passed unanimously, 5-0. (Owens, Schneider, Schiffman, Hovekamp, Schoen)

*Attachments to minutes include documents that were emailed to the board.
A – Board Package
B – FY 2025 BPRD Annual Comprehensive Financial Report

Boyd Acres Shop Construction Contract

Bronwen Mastro, Landscape Architect, presented the proposal to award the construction contract for the Boyd Acres Park Services Complex. The board reviewed the project's background, noting the inadequacy of the existing facilities and the strategic importance of the new complex. After considering the single bid received from 2KG Contractors, Inc. for $2,898,500, the board approved the contract and a 10% contingency.

Director Schiffman made a motion to authorize the executive director to award a construction contract to 2KG Contractors, Inc, for $2,898,500 and approve a 10% contingency of $289,850, for a total construction budget not to exceed $3,188,350. Condition upon the district's closing of the property. Director Schneider seconded. The motion passed unanimously, 5-0. (Owens, Schneider, Schiffman, Hovekamp, Schoen)

Authorization to Amend Lease for Bend FC Ground Lease
Senior Advisor Matt Mercer and Executive Director Michelle Healy recommended amending the ground lease with Deschutes Academy Futbal Club, also known as Bend FC, to extend the timeline for Phase 2 construction of additional soccer fields at Pine Nursery Park. The board of directors authorized the executive director to negotiate and approve Lease Amendment #4, extending the substantial completion date to July 31, 2028, and revising fundraising milestones.

Director Schneider made a motion to authorize the executive director to negotiate and approve Amendment #4 of the Ground Lease with Bend FC, changing the organization's name, and extending the Phase 2 substantial completion and associated milestones in Amendment 3 to July 31, 2028. Director Schiffman seconded. The motion passed unanimously, 5-0. (Owens, Schneider, Schiffman, Hovekamp, Schoen)

<u>Consent Agenda:</u>

The board codified amended personnel policies, updating procedures for payroll, leave, compensation, and performance evaluations to reflect legislative changes and best practices, ensuring alignment with current workforce needs.

Director Schneider made a motion to codify the amended policies as presented in Exhibit B – Amended Personnel Policies. Director Schiffman seconded. The motion passed unanimously, 5-0. (Owens, Schneider, Schiffman, Hovekamp, Schoen)

<u>Work Session:</u>

Optimize Play -- Staff reported on the Optimize Play initiative, highlighting successful training and broad staff engagement in process improvement and efficiency. There was strong engagement in recent training sessions, with 188 employees earning Greenbelt status. The board reviewed feedback and outcomes, noting widespread enthusiasm for process mapping and the "Batch vs. Flow" concept. Supervisors and managers were encouraged to support staff in applying these tools, with each team tasked to identify three opportunities for process improvement in the current budget year.

Recreation Facility Level of Service – Matt Mercer presented options for measuring level of service for indoor recreation facilities, especially swimming pools. The board considered methodologies including per capita analysis, need/unmet need surveys, and actual use data.

The meeting concluded with the executive director's report and board comments. The next board meeting is scheduled for January 6, 2026.