

Bend Park & Recreation District

November 17, 2026

Board of Directors

Agenda and Reports

www.bendparksandrec.org

Bend Park & Recreation DISTRICT

play for life

Bend Park & Recreation DISTRICT

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 | (541) 389-7275

Board of Directors

November 17, 2026 | 5:30 pm

District Office Building-Community Room | 799 SW Columbia | Bend, Oregon

Join Online: https://us02web.zoom.us/j/82090205722?pwd=r2xxgqqqmnmLhVTp9yi3zJyn8cyLI7.1
Webinar ID: 820 902 05722| Passcode: 704100
T**elephone:** 1 669 900 6833

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AGENDA

5:30 pm CONVENE MEETING
The board of directors meets twice a month for regularly scheduled meetings. In accordance with Oregon state law, these meetings are open to the public and may be attended in person or remotely.

ROLL CALL

VISITORS
The Board welcomes comments on district-related topics. This time is for listening only and is not intended to be a dialog with the board. Comments are limited to **three minutes.** Staff will follow up after the meeting if needed. Thank you for your involvement.

- **In person:** complete a comment card and submit it to staff.
- **Virtual:** use the "Raise Hand" feature; you will be called in the order received. Please turn on your camera and microphone.

WORK SESSION

1. Deschutes River Trail South – Refinement Study Preliminary Alternatives Update – *Matt Kittelson, Henry Stroud* (25min)
2. Optimize Play Progress Update – *Kristin Toney* (10 min)
3. Event and Rental Overview – *Jase Newton, David Kieffer and Katy Aceto (30 min)*

EXECUTIVE DIRECTOR'S REPORT
MEETING SUMMARY – 11/3/2026
REPORTS – First Quarter Admin 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 or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 17, 2026
SUBJECT:	Deschutes River Trail South – Refinement Study Preliminary Alternatives Update
STAFF RESOURCE:	Henry Stroud, Principal Planner
GUEST PRESENTER:	Matt Kittleson, Kittleson & Associates
PREVIOUS BOARD ACTION:	October 21, 2025, Contract Award to Kittelson & Associates
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities
Strategy:	Maintain adopted level of service targets for parks, trails and facilities

BACKGROUND

At the October 6 board of directors meeting the project team provided a summary of the work completed in phases 1 & 2 of the Deschutes River Trail South refinement study, which included documenting existing conditions within the study area, the study areas sectional analysis, and the development of preliminary alternatives. During the presentation, the board provided feedback and asked several questions about the work completed to date. Specifically, the board signaled their support for continuing the analysis of the potentially promising alternatives in study area sections 1 & 3 and asked the project team to reanalyze study area section 2 to see if there are any additional viable bridge and trail locations located outside of the State Scenic Waterway.

During this presentation the project team will share our findings after re-analyzing section 2 and answer any additional questions the board may have about work completed to date.

More information about the project, including recordings of all project Stakeholder Advisory Group meetings and links to project documents can be found at:
https://www.bendparksandrec.org/project/deschutes-river-trail-south-study

BUDGETARY IMPACT

The district awarded a contract to Kittelson & Associates for $270,284, including contingency. The 2027-2031 Capital Improvement Plan allocates $300,000 in system development charge funds for the project and there are no anticipated changes to the total contract value. This study will include

order of magnitude cost estimates for the two “preferred alternatives” approved for evaluation in Phase 4.

STAFF RECOMMENDATION
None

MOTION
None

ATTACHMENT
None

BOARD AGENDA COMMUNICATION

AGENDA DATE: November 17, 2026

SUBJECT: Optimize Play Progress Update

STAFF RESOURCE: Kristin Toney, Administrative Services Director

PREVIOUS BOARD ACTION: Reviewed the initiative and initial implementation on December 16, 2025

ACTION PROPOSED: For informational purposes only

STRATEGIC PLAN:

Priority: Service

Goal: Maintain quality, clean and safe parks, trails and facilities

Strategy: develop and use data and best practices to increase work efficiency and use benchmarks to track progress over time

BACKGROUND

Optimize Play is a district-wide continuous improvement initiative focused on empowering staff to improve service delivery, reduce waste, strengthen organizational capacity, and make better use of existing resources. The initiative supports the Strategic Plan by providing employees with practical tools to identify problems, test solutions, measure results, and improve how work is performed across the district.

Program Progress

Since the initial rollout, Optimize Play has expanded beyond Greenbelt training into ongoing staff innovation, recognition, leadership development, and implementation support. The district now has 199 staff members who have earned Greenbelt status, creating a broad network of employees equipped with continuous improvement tools and techniques. Currently, Optimize Play innovation tracking includes 49 staff-driven innovations across seven departments. Of these, 34 are complete and 15 are in progress, meaning approximately 69% of identified improvements have already been implemented.

Department	Completed	In Progress	Total
Administrative Services	3	1	4
Community Engagement	7	0	7
Executive	1	0	1
Human Resources	2	1	3
Park Services	7	3	10
Planning & Development	4	0	4
Recreation	10	10	20

Districtwide Total	**34**	**15**	**49**

Innovation Highlights

Early results demonstrate that relatively small, staff-driven improvements can generate meaningful financial and operational benefits. Documented examples include:

- Changes to nightly security services that eliminated unnecessary gate-opening visits and are expected to save approximately $42,158 annually.
- A district-wide review and standardization of custodial products and services that is expected to produce approximately $12,000 to $20,000 in annual savings, depending on final pilot results.
- Improving the Juniper lost-and-found process, producing an estimated $4,246 in annual staff-time savings.
- Reorganizing the Skyline workshop and creating a centralized paint-mixing station, saving an estimated 192 staff hours and approximately $5,128 annually.
- Streamlining pool chemical entry, with approximately $2,350 in annual staff-time savings.
- Reducing the number of trash cans in the 50-meter pool area, with estimated annual staff-time and supply savings of approximately $2,248.
- Automating Recreation budget worksheets, reducing preparation time from approximately two hours to five minutes while improving accuracy, consistency, and confidence in financial reporting.
- Revising holiday phone messaging, which reduced Labor Day calls from 178 to 54, a reduction of nearly 70%.

Many additional innovations provide benefits that are not yet fully quantified. These include better access to information, reduced rework, fewer errors, stronger data quality, improved safety, more consistent customer service, and greater operational continuity. Examples include automating registration and virtual fitness communications, improving park patrol tracking, streamlining land-use reviews, standardizing program submissions, improving employee onboarding, digitizing vehicle records, and strengthening fleet maintenance and surplus property processes.

Our innovation tracking also highlights significant cross-departmental collaboration, particularly with IT, as teams work together to improve processes that span traditional departmental boundaries. This collaboration strengthens organizational capacity, improves continuity, and reduces reliance on individual knowledge and manual workarounds.

Recognition and Engagement

To support continued engagement, the district launched the Playmaker Award, a quarterly recognition program celebrating individuals and teams whose innovations improve efficiency, service, safety, or employee experience. Recent recipients include the Customer Service team for improvements to the lost-and-found process and the Fitness team for improvements to fitness class registration.

Recognition is intended not only to celebrate individual projects, but also to increase the visibility of successful improvements and encourage other teams to adapt and apply those ideas in their own work. The growing number and variety of innovations indicate that continuous improvement is moving beyond a stand-alone training initiative and becoming part of how district staff approach their daily work.

Leadership and Team Support
Supervisors and managers play an important role in creating an environment where staff feel supported in identifying problems and testing improvements. The district has provided dedicated leadership training focused on recognizing low-risk improvement opportunities, removing process friction, and helping teams move ideas from discussion to implementation.

A one-time anonymous management survey gathered feedback on barriers to continuous improvement and the tools, training, and leadership support needed for long-term success. The results are helping inform future Optimize Play support and resources.

Nest Steps
The focus for the coming year is to sustain momentum and move more ideas from concept to implementation. Departments will continue to identify and prioritize opportunities, share successful practices, and collaborate across teams. Greater emphasis will also be placed on consistently tracking innovations and measuring their impact through time savings, cost savings and avoidance, improved service, data quality, and organizational capacity.

As the program matures, the district also plans to expand learning opportunities beyond Greenbelt training, introducing additional continuous improvement tools and more focused support for larger, cross-departmental initiatives.

Optimize Play is creating a practical framework for continuous improvement across the district. Early results demonstrate that staff-driven innovation can simplify work, return capacity to employees, reduce costs, improve service, and strengthen continuity while making better use of existing resources. Moving forward, the goal is to build on that momentum and further embed continuous improvement into how the district works and delivers on its Strategic Plan.

BUDGETARY IMPACT
Optimize Play does not require a change in overall appropriations. Early improvements are already producing measurable cost avoidance, staff-time savings and operational efficiencies, with additional savings expected as projects are completed and continuous improvement practices become more embedded throughout the district.

STAFF RECOMMENDATION
None

MOTION
None

ATTACHMENT
None

BOARD AGENDA COMMUNICATION

AGENDA DATE: November 17, 2026

SUBJECT: Event and Rental Overview

STAFF RESOURCE: Katy Aceto, Rental and Event Supervisor
David Kieffer, Events and Athletics Manager
Jase Newton, Recreation Services Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None

STRATEGIC PLAN:

Priority: Service

Goal: Support the recreational needs of an evolving community through programming, parks, trails and facilities

Strategy: Monitor and adapt programming to meet community needs

BACKGROUND

The Rentals and Events Report provides an overview of how district reservable spaces are currently used, how demand has changed over time, and the operational considerations associated with increasingly complex reservation needs.

Staff will highlight key facilities, year-over-year utilization trends, and current practices. This information will help inform future approaches to balancing community demand, rental opportunities, operational capacity, and the long-term sustainable use of district facilities.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

Board Meeting Summary

November 3, 2026

District Office Building | 799 SW Columbia | Bend, Oregon

DIRECTORS PRESENT: Jodie Schiffman, Donna Owens, Deb Schoen (Vice Chair) and Cary Schneider (Chair)

DIRECTOR ABSENT: Nathan Hovekamp

The official minutes of the November 3, 2026, Bend Park and Recreation District Board of Directors meeting are captured by video recording and are available for viewing on the Board Meetings webpage: https://www.bendparksandrec.org/about/board_meetings/.

CALL TO ORDER

The meeting was called to order. Chair Schneider conducted roll call. Directors Schiffman, Owens, Schoen and Schneider were present; Director Hovekamp was absent.

VISITOR COMMENTS

Scott Hand, vice president of the Sunrise Village HOA Board, provided comment regarding the Deschutes River Trail South project. Speaking on behalf of the HOA Board and community, he expressed concern about the scope of the current trail study, communication with nearby residents and potential impacts to Sunrise Village property. He asked the district to remove Section 2 from further consideration and evaluate a route using the existing Deschutes River Trail, Forest Road 4600.100, Century Drive and the Haul Road Trail as a no-build alternative.

WORK SESSION

City of Bend Economic Development Initiatives

City of Bend Economic Development Officer Katie Brooks provided an overview of the City's economic development priorities and current economic conditions, including business and workforce development, employment land readiness and urban renewal. The Board discussed opportunities for early collaboration, particularly where future development intersects with parks, trails, transportation and district finances, and emphasized proactive planning and consideration of potential financial impacts.

Hollinshead-Matson Homestead Museum Partnership

Community Engagement Director Julie Brown, Community Engagement Supervisor Kim Johnson and Deschutes Historical Museum Executive Director Kelly Cannon provided an update on the partnership supporting interpretation and public access at the Hollinshead-Matson Homestead. The phased work has included collection research, interpretive exhibits and panels, volunteer development and regular public open houses, supported in part by Oregon Heritage grants and district funding.

Second-Saturday open houses held from May through October drew nearly 400 visitors, including more than 100 visitors on each of two days that coincided with Central Oregon Master Gardeners and OSU Extension events. A core group of five volunteers has helped host visitors and learn the homestead stories directly from Sharon Rosengarth, who was born in the house. Staff reported that oral histories and video recordings of Sharon and Tony Rosengarth have also been incorporated into multimedia exhibits.

The district has budgeted approximately $4,800 annually to support museum staff time, volunteer coordination and training. The Board expressed support for continuing the partnership and preserving district history as the Hollinshead Park project moves forward. Staff are coordinating future interior and exterior interpretation, with the next holiday open house planned for December 12.

Budget Committee Selection Process

Administrative Services Director Kristin Toney reviewed the process for filling one Budget Committee vacancy following the completion of Joanne Matthews' third consecutive three-year term. Applicants must reside within district boundaries, be registered voters and be willing to serve a three-year term, with a maximum of three consecutive terms. Staff proposed continuing the existing application and Board ranking process.

The Board supported keeping the current process. Directors discussed how to evaluate application responses and confirmed that each director would independently rank the top three candidates using the application as a whole rather than a prescribed weighting of individual questions. Staff planned to open the application process the following morning, with appointment anticipated for the December 15 meeting. Directors also discussed recognizing Matthews for nine years of service while remaining mindful of ethics requirements concerning compensation or gifts.

EXECUTIVE DIRECTOR'S REPORT

- Orchard Park: The district is working with Asian and Pacific Islanders of Central Oregon and the City of Bend to address historic racially restrictive covenant language associated with the park. The City Attorney is assisting with the legal process, while interpretive signage and tree planting are also being considered.
- Harmon Park: Staff anticipate receiving three proposals for a replacement play feature and will conduct community outreach before selecting a design. Accessibility and surfacing improvements are also planned, with installation targeted for next summer.
- Park Closures: Sawyer and Columbia parks remain closed, with Columbia expected to reopen in spring or summer.
- Sylvan Park: Surfacing installation has been delayed until temperatures are suitable; the remainder of the park remains open.

GOOD OF THE ORDER

Director Schiffman shared that she has been enjoying the district's virtual classes and visiting parks to see fall colors and seasonal maintenance. She said she was looking forward to winter recreation opportunities, including visiting The Pavilion.

Director Owens reported walking along the recently opened COID river corridor and visiting Sylvan Park. She complimented the improvements and noted that the partially closed park continues to be actively used, including the tennis courts.

Vice Chair Schoen had no additional items to report.

Chair Schneider recognized Dave Arnold and Natalie Macsalka for their work developing a Board portal that will provide directors with easier access to prior presentation materials and thanked them for the effort involved in organizing the resource.

MEETING CONCLUSION

The meeting adjourned following Good of the Order.

Bend Park and Recreation District

Quarterly Financial Report – Q1

7/1/26 – 09/30/26



Kristin Toney
Administrative Services Director

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Executive Summary

The Bend Park and Recreation District entered FY 2026-27 from a strong financial position, guided by the Strategic Plan and priorities established in the adopted budget. The FY27 budget emphasizes fiscal responsibility, efficient operations, stewardship of existing assets, and strategic investment to support both current services and long-term sustainability.

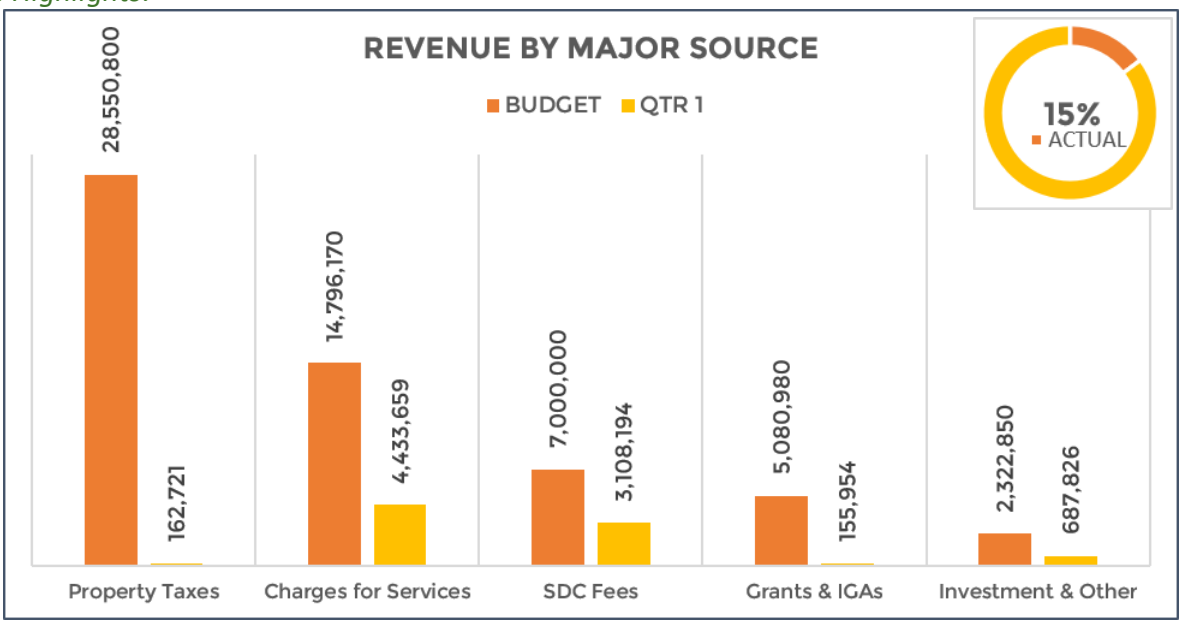
Through the first quarter, the district remains aligned with these priorities. All major funds are operating within budget expectations, revenues are tracking as anticipated, and expenditures reflect the seasonal nature of summer operations. Strong fund balances provide continued financial stability and position the district to support high-quality services, maintain existing parks and facilities, and advance planned capital and equipment investments. The district will continue monitoring financial performance and carefully stewarding resources to balance current needs with long-term financial sustainability.

Quarter 1 Summary

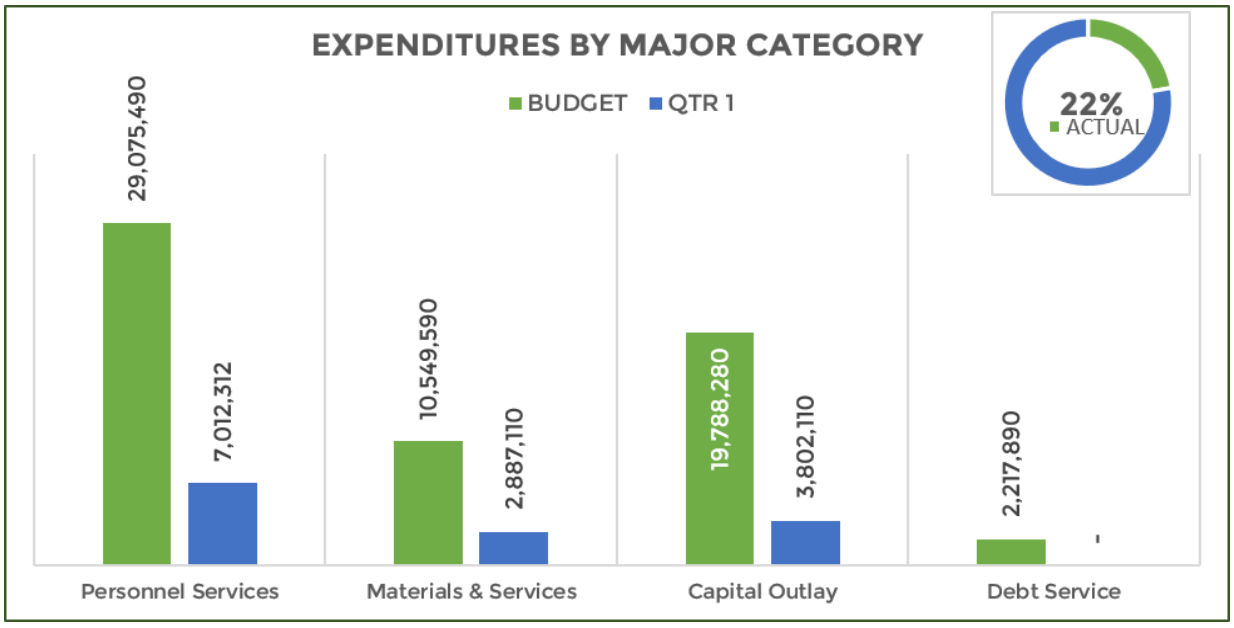
The General Fund is operating within expected parameters through the first quarter. Charges for services remain strong, while property tax revenues are tracking as expected, with collections beginning in the second quarter. Expenditures are also generally on track. While some areas exceeded 25% of budget due to higher summer activity and capacity, spending remained consistent with or better than the prior year.

Overall revenues are at 15% of budget, largely reflecting the timing of property tax collections, while expenditures are at 22% and remain within expectations for the summer quarter. All major funds continue to operate within expected budget parameters.

Revenue Highlights:



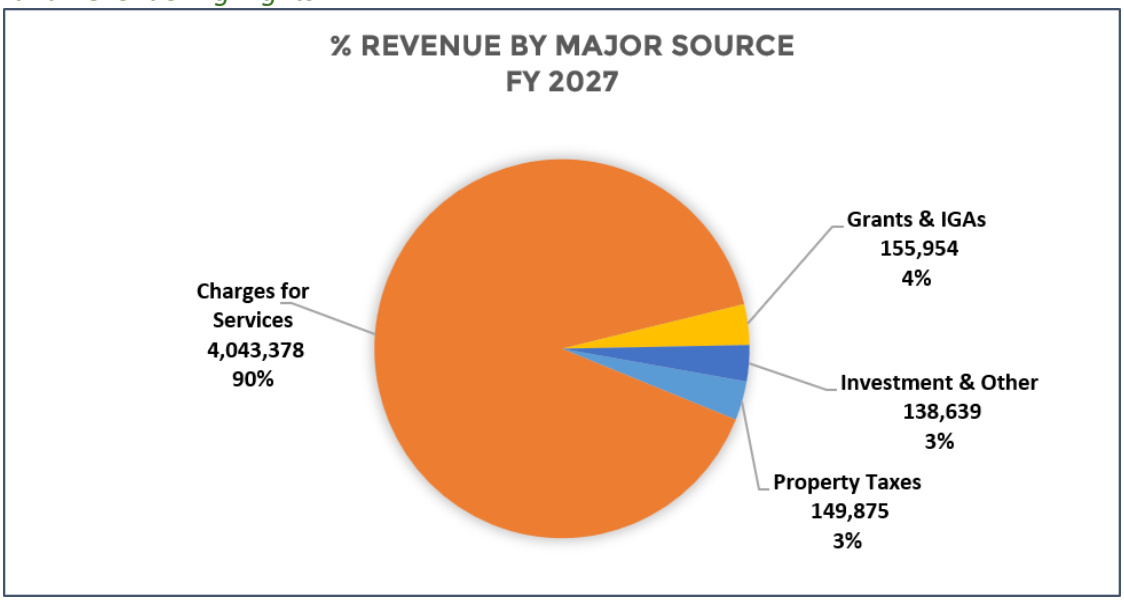
Expenditure Highlights:



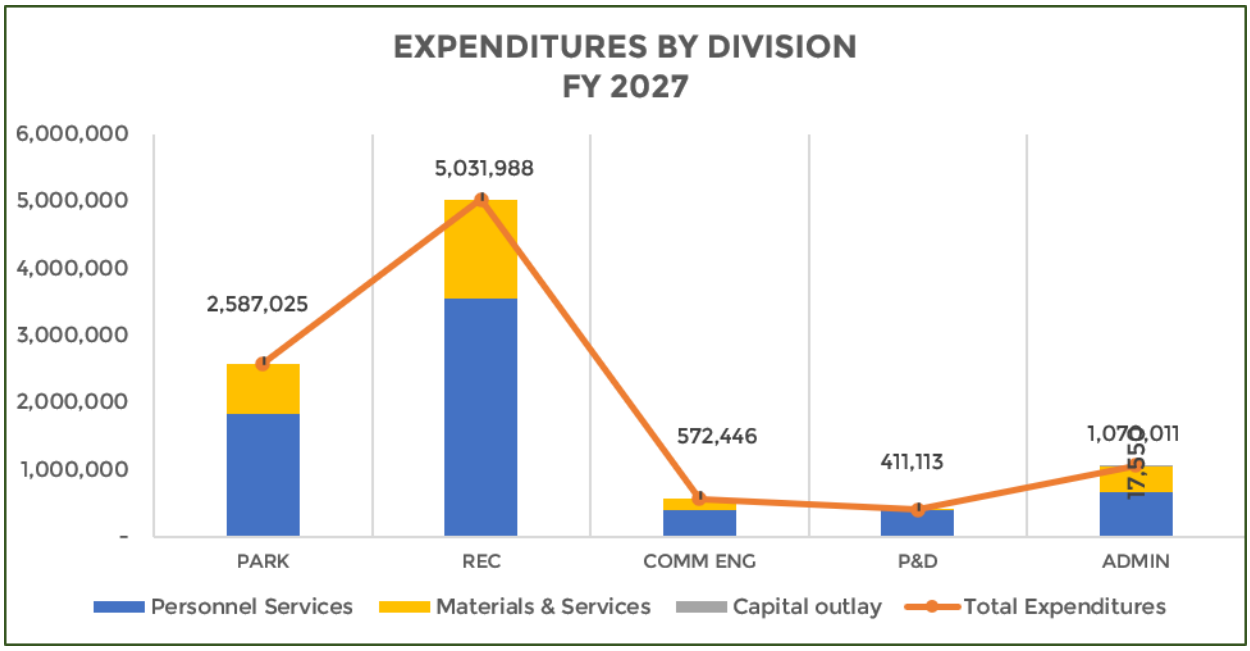
General Fund

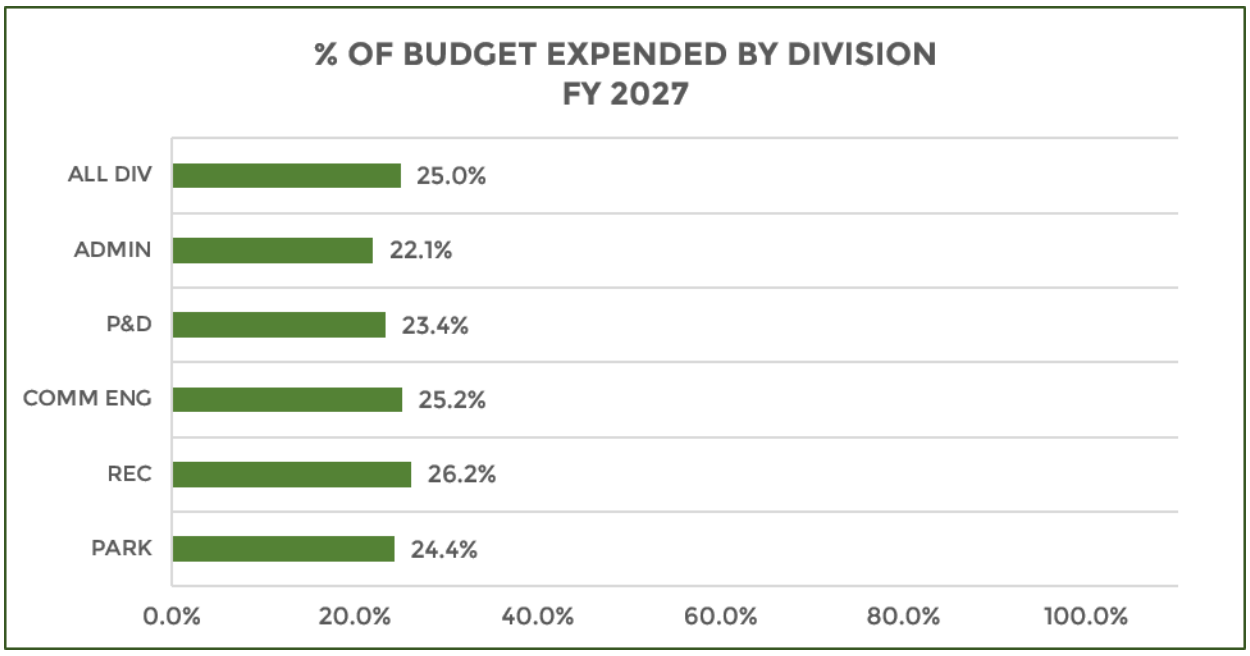
The General Fund is operating within expected parameters throughout the first quarter. Charges for services remain strong, while property tax revenues are tracking as expected, with collections beginning in the second quarter. Expenditures are also generally on track. While some areas exceeded 25% of budget due to higher summer activity and capacity, spending remained consistent with or better than the prior year.

General Fund Revenue Highlights:



General Fund Expenditure Highlights:





Capital Funds

All capital funds are maintaining strong balances and are well-positioned to support planned capital improvements and equipment purchases throughout the year. Most capital expenditures are expected to ramp up in subsequent quarters as projects move from planning to construction.

System Development Charges (SDC) Fund- SDC revenues are well ahead of pace, while capital expenditures are expected to accelerate later in the year as projects progress.

- Revenues: $3.6 million (42.3% of annual budget), reflecting strong development activity.
- Expenditures: $1.9 million (20% of budget)

Facility Reserve Fund- Spending is minimal this quarter, with major capital projects scheduled for future quarters. This fund is primarily supported by transfers from the General Fund.

- Expenditures: $1.9 million (18% of budget)

Equipment Reserve Fund- Equipment Reserve expenditures reflect the timing of planned purchases, with additional equipment acquisitions anticipated later in the fiscal year. This fund is primarily supported by transfers from the General Fund.

- Expenditures: $68,400 (31% of budget)

Conclusion

The district closes the first quarter of FY 2027 in a stable financial position. Major funds remain within budget expectations, with first-quarter results reflecting the seasonal nature of summer operations and the timing of revenues and capital expenditures. As the year progresses, the district will continue monitoring financial performance and stewarding resources to support operations, planned capital investments, and long-term financial sustainability.

Board Calendar
2026-2027
This working calendar of goals/projects is intended as a guide for the board and subject to change.

December 1
EXECUTIVE SESSION
STAFF INTRODUCTIONS (there will be additions from Mike/trip)
Sue Glenn
- Kristine Senkier—Aquatics Recreation Supervisor

Trip Freeman
- James Etzkorn- Landscape Technician
- Eric Carlson- Park Maintenance Worker 1

Julie Brown
- Malea Bailey – Communications Coordinator

WORK SESSION
- Neighborhood Parks —Overview of Program—Trip Freeman and Mike Duarte *(20 min)*
- ORPA presentation and awards (AEDs and Lifeguards) – *Kelsey Schwartz, David Madden, and Jase Newton (20 min)*
- TPL Draft Financial Feasibility report – *TPL and Michelle Healy (30 min)*

BUSINESS SESSION
- Comp and Class – *Kathleen Hinman (30 min)*

REPORTS
- Summer Recreation Report

December 15
EXECUTIVE SESSION
WORK SESSION
- Trails (Counter and projects)- Overview of Program – *Andy Sommerville (20 min)*

BUSINESS SESSION
- Accept Annual Comprehensive Financial Report and Audit – *Eric Baird and Audit Firm (30 min)*
- Budget Committee Appointment — *Kristin Toney (10 min)*
- Approve Resolution #2026-13 for alternative contracting method for Shevlin Park North Bridge Project – *Henry Stroud (10 min)*
- Resolution # 2026-14 Budget Amendment for Facility Reserve Fund
- Award an early work amendment for JSFC pool enclosure

REPORTS

January 5
EXECUTIVE SESSION
WORK SESSION

- Community Parks-Program Overview
- District Safety Overview - TBD
- Park Steward Program—*Julie Brown and Joel Lee (30 min) tentative*

BUSINESS SESSION

REPORTS

January 19

EXECUTIVE SESSION

WORK SESSION

- Level of Service Review – *Henry Stroud (20 min)*
- BURA Proposal - BPRD Line of Credit Program- *Kristin Toney and Jonathan Taylor- City of Bend (25min)*
- Annual Concurrence in the City of Bend Qualified Rental Housing Property Tax Exemption Policy for Affordable Housing- *Kristin Toney (20 min)*

BUSINESS SESSION

- Approve Resolution # 2026-15 for the purchase of property in Search Area 21– *Sara Anselment (15 min) Tentative*
-

REPORTS

January 29 Board Workshop

Future Topics

IGA with NUID for canal trail – *Henry Stroud*
Park Search Area 5 PSA – Quinn Keever
Park Search Area 26 – Sara Anselment
Park Search Area 21 – Sara Anselment
Therapeutic Recreation Update
Fleet Leasing Update
Natural Resources-Projects
Park usage report from Placer
Whitewater Park updates
Approve DRT South recommended alignments
Park and Trail LOS
Shevlin Park North – bridge contract
Trail System Planning Overview- Henry (30min)
SDC Index
Budget/CIP
Park Usage Report – Quinn/Henry (20 min)
Girls in Sports – Jase and David (20 Min)