



Board of Directors

June 16, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



4:00 p.m. EXECUTIVE SESSION

The board met pursuant to ORS 192.660(2)(i) for the purpose of reviewing and evaluating the performance of an officer, employee, or staff member. This session was closed to all members of the public except for representatives of the news media.

To support Governor Brown's recommendation for social distancing, the Board of Directors conducted this meeting by video.

The meeting can be viewed via [Bend Park and Recreation Facebook page](#).

BOARD PRESENT

Ted Schoenborn, Chair
Nathan Hovekamp, Vice Chair
Ariel Méndez
Jason Kropf
Deb Schoen

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Julie Brown, Manager of Communications and Community Relations
Matt Mercer, Director of Recreation
Lindsey Lombard, Administrative Services Director
Betsy Tucker, Finance Manager
Sheila Reed, Executive Assistant

5:30 p.m. CONVENE MEETING

VISITORS: Comments were submitted by email

Christy Nickey: Ms Nickey asked the board to issue a public design challenge to the community to create a trail through Drake Park that would not endanger any trees in the plan.

WORK SESSION

1. Update on Parks and Opening Facilities – *Michelle Healy and Matt Mercer*

Ms. Healy said the district continues to get updates from the state making our way forward to keep up with the guidance.

Playgrounds are now open. They have been very busy when the weather has been nice. Adult softball has started this week. Volleyball and soccer are also opening up this week. The sand volleyball courts are close to finished, when they are completely finished, will be open for public use. Things are able to happen with social distancing. Lax, rugby and basketball not allowed. Will be able to honor some reservations on the books. The renters will have to update their plan and track and allow for social

distancing guidelines. Not able to host out of area tournaments, keeping with the intent of the gov. standards. Also down maintenance staff to care for the parks. Priority is the community. Alder Creek postponed opening a week will have a reservation system.

Julie team updating the website with messages for floating the river and safety recommendations. Staffing, still trying to fill custodial positions. Made some adjustments to the cleaning schedules and not able to clean everyone twice a day.

Pool opening, reduced 2 more rec park stewards. Continued effort to be flexible and communicating with the public that may not understand all the rules.

Ariel: BPRD is following guidelines, not trying to make them more restrictive than the Gov. Following guidelines and checking with other agencies. Some other areas are hosting tournaments. Only 2 that we know of.

Mr. Mercer spoke about the progress and reopening of facilities and programs. He said Adult Softball is the first sports program to start and the only sport league to start until the fall. Summer camps are off to a good start and people are receptive to the changes in procedures and protocols. He gave the following stats:

- Four school sites are being used, six other sites for a total of 10
- 341 kids are enrolled and 372 spots available
- 92% capacity.

Programs are staffed with a few staff positions to fill for some camps that are starting in a couple of weeks. Good mix of people returning and some new staff as well.

The reservation system for Juniper is running and the Juniper had about 500 visitors last week. Several fitness classes filled, but fitness center use is fairly low. Staff will continue to evaluate the reservation system as it may be a barrier for some patrons. If there is opportunity for more flexibility, it may expand capacity. Mr. Mercer said staff has received great feedback from people that have been attending. Patrons have said they feel safe and well cared for in the facility, which was the main goal for opening. Mr. Mercer invited the board to come in and see the changes that have been made.

Mr. Mercer said the pool is opening at Juniper. The communications team has been working hard on getting the messages out and there is a lot of excitement about pools reopening. The second stage of pool openings will occur July 6, allowing family opportunities and water fitness. He said there are additional challenges to bringing in groups of people. This will require more planning and meeting with staff. Currently the district is recruiting and training for additional lifeguard staff. Juniper hours are currently modified, but may expand as demand increases.

Nathan, 25 and 50 meter pools,

CONSENT AGENDA

1. Minutes – 06/02/2020

Director Hovekamp made a motion to approve the consent agenda. Director Schoen seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. **Adopt Resolution No. 2020-08, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2021-2025 – Michelle Healy**

Ms. Healy stated that the district's Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed district capital expenditures and revenue sources for a period of five years into the future. The board of directors revises and adopts the district's five-year CIP during the annual budget process.

Ms. Healy said the CIP summary for fiscal years ending 2021-2025 has been revised since it was presented to the budget committee on May 26, 2020. Based on more up-to-date information since the proposed budget was presented, staff recommends that the CIP be revised with the following changes as described in the board report. She stated that budget law does allow for changes that meet a certain threshold before adoption and the changes that staff is recommending do fall within the parameters.

- **Shevlin West Park Property:** This property is moving quicker than expected and the district has learned of new city requirements for the frontage improvements that are part of the overall subdivision development. The budgeted money for this project should be moved to this fiscal year budget.
- **Discovery West Trail Undercrossing:** More of the project was completed in the current year than initially anticipated. No change to total project cost identified in CIP.
- **Haul Road Trail:** The district portion of the grant match payment is due earlier than expected.
- **Mirror Pond Dredge Project:** Remove alternative funding due to the uncertainty of timing of the project until further discussions.

In summary, the recommendation is that the planned capital expenditures for fiscal years ending 2021-2025 be reduced by \$6,612,200, as a result of timing adjustments to three projects and the postponement of one project. Staff recommends adoption of Resolution No. 2020-08, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2021-2025, with the changes that have been presented.

Director Hovekamp made a motion to adopt Resolution No. 2020-08, adopting the revised Five-Year Capital Improvement Plan for fiscal years ending 2021-2025. Director Méndez seconded. The motion passed unanimously, 5-0.

2. ***Hold Public Hearing and Adopt Resolution No. 2020-09, Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and Adopt Resolution No. 2020-10, Imposing and Categorizing Taxes for Fiscal Year 2020-21 – Betsy Tucker and Lindsey Lombard**

Director Schoenborn opened the public hearing and asked for public comment, no public comment was submitted and the hearing was closed.

Ms. Tucker said she is bringing a revised budget that corresponds the changes made to the CIP. She said staff recommends this balanced budget that upholds the district's commitment to stability.

Director Hovekamp made a motion to adopt Resolution No. 2020-09 Adopting the revised Budget and Making Appropriations for Fiscal Year 2020-21. Director Méndez seconded. The motion passed unanimously, 5-0.

Ms. Tucker said no changes have been made to Resolution No. 2020-10.

Director Méndez made a motion to adopt Resolution No. 2020-10 Imposing and Categorizing Taxes for Fiscal Year 2020-21. Director Schoen seconded. The motion passed unanimously, 5-0.

3. Approve Executive Director's Review – *The Board*

The approval of the executive director's review was postponed to the next meeting to allow for more time on goal setting.

EXECUTIVE DIRECTOR'S REPORT

- A federal program, Land Water Conservation Fund, is created with funds for off shore leases for oil extraction, and invests in other conservation projects. fed side support parks and services, state side for local grants. Receiving a grant for Drake Park, \$900 million has only been fully funded 2 years since inception, there has been a movement to ask legislation to fully fund and make permanent. Ted and Don went to DC 10 years in a row to lobby for this. This year, there is a strong likelihood that it will be fully funded. Still waiting to hear definitely.
- CAPRA has been submitted to the CAPRA board. Will have a virtual accreditation meeting. Self-assessment is over 200 pages. Led by Michael Egging. Last time met 126 out of 127, hoping to meet all criteria this year.
- The Executive Team and other staff will be attending a bias training tomorrow.

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Hovekamp passed on congratulations to finance team for another successful budget
- Director Kropf asked the board and staff to make a renewed pledge on inclusiveness. He asked that at the next board meeting an agenda item is added to consider changes to the value statement.
- Director Mendez supports making changes to the value statement. He spoke of the conduct expectation of park stewards and contract services, he said he supports the district commitment to not allow the contracted private security firm to carry firearms in the parks. He further stated he believes that this is the reason that there is not a lot of violence in the parks. Director Mendez commended Executive Director Horton for the letter that he sent to staff regarding the district's commitment to diversity and recommended that he share it publicly as well. He added a thank you to Scot Brees for coordinating these meetings for the district.

ADJOURN: 6:36pm

Prepared by,
Sheila Reed
Executive Assistant


Ted Schoenborn, Chair


Nathan Hovekamp, Vice-Chair


Jason Kropf


Ariel Méndez


Deb Schoen

EXECUTIVE SESSION

This meeting was held pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session was closed to all members of the public except for representatives of the news media.



Accessible Meeting/Alternate Format Notification

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

