



Board of Directors

July 7, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



4:30 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 will conduct the regular board meeting by live video.

View the board meeting live stream via [Bend Park and Recreation Facebook page](#).

BOARD PRESENT

Ted Schoenborn, Chair
Ariel Méndez
Jason Kropf
Deb Schoen

BOARD ABSENT

Nathan Hovekamp, Vice Chair

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
Sarah Bodo, Park Planner
Sheila Reed, Executive Assistant

5:30 p.m. CONVENE MEETING

VISITORS

None

WORK SESSION

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

Ms. Healy began by saying that not much has changed in the guidelines from the Oregon Health Authority since the last meeting. The sand volleyball courts are finished, open to the public and getting a lot of use. Basketball courts remain closed, she said it has been a challenge to keep people from playing on them and staff has taken down the basketball nets to discourage play. The river concessions are open at Riverbend Park. Staff has observed a lot of river users and it does not appear

much different from years past except that people appear to be trying to distance. Ms. Healy said she will get the number of floaters from the counters and compare to last year around 4th of July. Staff is seeing a lot of garbage in the parks including popped tubes. Custodial staff has fewer people this year and it takes more time to clean up. Stewards reported that the July fourth was calmer this year compared to past years, but there were still many fireworks that had to be picked up in parks. Signs in parks for COVID-19 have been updated. Signs still continue to disappear and many have been replaced. Recruitment for custodial staff is still underway and payrates have been adjusted to create more interest.

Ms. Healy spoke about the near drowning on Sunday afternoon near the Bill Healy Bridge that was reported on the news. The struggling man was pulled up by good Samaritans and is recovering at the hospital, but she did not know the details of his condition. She said the river can be deceiving, it seems calm and shallow, but is still a wild river. She said this is a reminder to continue to communicate river safety to the public. Tumalo Creek, the district river vendor, loans out free lifejackets, she added that this is an important service.

The board asked about how staff can raise awareness about river safety, cautioning people that it is possible to drown in shallow water and promote the use of life jackets.

Ms. Healy responded that there is a channel in the middle of the river where the water is deeper and colder with a current that people may not realize. She said that this channel can create risks for even strong swimmers. Executive Director Horton added that the district spends about \$30,000 annually on river safety communications. He said the Sheriff's department also spends money and time on the same type of communications every year. He suggested that Julie Brown, Manager of Communication and Community Relations, present to the board on the subject. He said that it is difficult to pinpoint all the necessary information because every tragic event on the river has been different. Ms. Healy suggested that the district could also consider river safety information in Spanish to accommodate the changing community.

Mr. Mercer agreed that the guidelines have not changed much in the past couple of weeks with the exception of face coverings. He said the pools at Juniper are now open, lap swim, water exercise and some swim club activities have begun and has gone really well. He attributes the successes to having a well thought out management plan. Social distancing has been well maintained, patrons are respectful and happy for the opportunity to swim. Mr. Mercer said the numbers have been very strong with about 1200 lap swimmers a week compared to just under 1300 lap swimmers at the same time last year. Staff is able to coordinate people because of the registration process. He said reservations are 95-100 percent full with the 40 min timeslots. Water exercise classes have also done very well with limitations to class size in order to maintain distancing; these classes are averaging 350-400 water exercise people weekly. Limited family swim has been announced, registration opened today and phones were busy. In the first couple of hours 300 people had registered. The outdoor activity pool is the most popular. The plan for families is a little more challenging and will rely on cooperation from the families using the pool; a staff member will be on hand to monitor distancing. Patrons can register up to a week in advance and up to 15 minutes prior and if space permits, staff can accommodate some limited drop in space. Mr. Mercer announced that the fitness center can now be used before or after a class or swim time, allowing for multiple activities on the purchased pass. Camp programs started week 4 and are operating close to the offered limited capacity.

Mr. Mercer said employees are following the Governor's guideline with masks. All public facing roles are wearing face coverings. Patrons are asked to wear masks, but can take them off to exercise. Staff is starting to look at fall realizing there are many unknowns. A fall playbook will not be printed, but will have an online playbook. He added that the decision has been made to delay fall registration by two weeks to buy some additional time to better understand what schools and facilities are going to look like when schools reopen.

Executive Director Horton responded to a comment about the camp counselor that tested positive with COVID-19. He added that the district has been working with Deschutes County Health Department and they did an assessment and asked all seven children involved in the camp to self-quarantine. Since then, the district has been unofficially notified that one child in the program has tested positive. The county advised no further response since all are of the campers are already quarantined and there is no reason to do anything different. He added that the district staff member did not have enough close contacts with other staff to take further action for other staff members. Mr. Mercer is drafting a letter to all parents about the protocols if someone tests positive now that staff has more experience. Staff is meeting or exceeding guidelines and will continue to make minor changes. Currently the practice is to notify public health first of a confirmed diagnosis and rely on their guidance. The district will contact people that have had direct contact with an infected person and the health department will follow up with them as well. This fills the gap until the county can make contact.

The board asked about the responsibility of informing the public. Executive Director Horton said if there is a public health concern, staff will follow the lead of the public health department. Staff have been working to learn the information that can be released due to HIPAA requirements and will contact anyone that the public health dictates.

Mr. Mercer said the county does not see any need to broadcast to public illness except to exposed people. He said this protects the privacy of those infected. The concern about broadcasting information is that it could create undue fear and risk for people. The board requested a consistent approach to notifying people of exposure and would like an update at the next board meeting and would like to hear a refinement of what can be shared that protects the privacy.

2. Discussion on Diversity, Equity and Inclusion – *Michelle Healy and Sarah Bodo*

Ms. Healy said that she was bringing this update to the board in response to a request at the last board meeting. She said last year the district committed time and resources to creating and adopting a new strategic plan. One of the action plans from the strategic plan is to create a diversity, equity and inclusion (DEI) program that develops a value statement, policies and training opportunities.

Some of the goals of the plan include:

- Improvements and changes to Human Resources recruitment and hiring practices.
- Expanding the work that is already being done with community outreach. Strategies that may include multiple languages with signage.
- Broader staff and board trainings on DEI.
- Inviting more diversity to the board in an elected capacity.

- Expanding needs-based assistance outreach and adding more opportunities especially in recreation programs.
- Hire a consultant to guide the district through the process.

Ms. Healy said that she would like the consultant to also help with getting this process started and help navigate engaging staff when so many people are working remotely. Overall staff has shown a lot of interest in participation, but the district is short staffed in many areas and recognizes the need to take time to make staff a part of the process and avoid mis-steps along the way. Sarah Bodo, park planner, will be the project lead and will update the board as the project gets going.

The board suggested the possibility of having a board member as part of the committee for the project. The board also suggested that if mistakes are made along the way, that it will be important to learn from them and keep trying.

Executive Director Horton said that he and Director Schoenborn attended the first shared governance meeting last week. This meeting included several local government agencies. The group discussed topics that they would like to work on for the community and DEI is one of the topics that all agencies agreed upon. The next meeting will be later this month and Allyship will be a part of the meeting.

The board expressed interest in being kept up to date on the goals and how they will be measured. The board would like to see that inclusiveness is addressed and prioritized so that everyone in the community has access to facilities and programs and feels welcome. It was also recommended that the value statement be reworked to reflect the district's goals of inclusiveness.

Ms. Healy said the timing is right and there is a lot of momentum for this topic and many are excited to get started on it.

CONSENT AGENDA

1. Minutes – 06/02/2020

Director Méndez made a motion to approve the consent agenda. Director Schoen seconded. The motion passed unanimously, 4-0.

BUSINESS SESSION

1. Elect Board Chair and Vice-Chair

Director Méndez nominated Nathan Hovèkamp to serve as chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2020-2021. Director Schoen seconded. The motion passed unanimously, 4-0.

Director Schoen nominated Ariel Méndez to serve as vice chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2020-2021. Director Kropf seconded. The motion passed unanimously, 4-0.

2. Approve Board meeting dates and time

Director Schoen moved to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning a 5:30 pm with a work session and a business session beginning at 7:00 pm. Director Méndez seconded. The motion passed unanimously, 4-0.

3. Appoint Board Secretary

Director Kropf moved to appoint Don Horton, executive director, to serve as executive secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2020-21. Director Méndez seconded. The motion passed unanimously, 4-0.

4. Appoint Legislative Liaison

Director Schoen moved to appoint Ted Schoenborn, to serve as legislative liaison for the Bend Park and Recreation Board of Directors for fiscal year 2020-21. Director Méndez seconded. The motion passed unanimously, 4-0.

5. Approve Executive Director's Review

Director Schoen moved to accept the evaluation conducted for the Executive Director for evaluation period of June 21, 2019 through June 20, 2020 and to adopt Amendment No. 6 to the Executive Director Employment Agreement. Director Méndez seconded. The motion passed unanimously, 4-0.

EXECUTIVE DIRECTOR'S REPORT

- Executive Director Horton shared more details of the shared governance meeting that happened last week. He reiterated that DEI is one of the highest priorities of the attending agencies and shared the other topics of interest as well. These topics are: homelessness, legislative priorities, climate change, reaching underserved populations, antigovernmental sentiments in the community and active transportation issues. These will be narrowed to the most important topics of the agencies. Next meeting is July 22 and the group will meet once a month. Executive Director Horton said he would like to see list narrowed to: DEI, climate change, underserved populations and transportation.
- The schedule allows the board to cancel an upcoming board meeting. The board discussed and decided that they would like to meet for the next board meeting July 21. The board also requested that a representative from the county health department attend a meeting and provide additional guidance to the board.

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Méndez mentioned the Drake Park project and the state historic preservation office drawing some attention to the riverbank walls as a historical designation. Executive Director Horton said that this is a new issue and there is a process the district must now go through. He said there are other agencies that have conflicting opinions about the walls. Staff is working with the involved parties and may be able to resolve historical issues with


interpretive signage. Executive Director Horton added that there is more work to be done over the next few months on the trail project. The district has all the necessary easements except for one. The last easement is with Mirror Pond Solutions and will be held up until the district decides what to do with the dredge. He said there will be some recommendations brought to the board in August.


- Director Kropf asked about guidelines for staff to protect against COVID-19. Executive Director Horton said staff is working to further refine the guidelines for staff. He added the biggest problem is so many people that have the virus are asymptomatic.
- Director Schoenborn thanked the board for the honor to serve as chair, he said it has been an enjoyable experience.

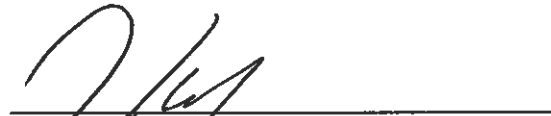
ADJOURN: 7:18 pm




Prepared by,
Sheila Reed
Executive Assistant


Ted Schoenborn, Chair


Nathan Hovekamp, Vice-Chair


Jason Kropf


Ariel Méndez


Deb Schoen