



Board of Directors

September 7, 2021

District Office Building | 799 SW Columbia | Bend, Oregon



A video of the entire board meeting can be viewed on the website:

<https://www.bendparksandrec.org/about/board-meeting-videos/>

BOARD PRESENT

Ariel Méndez

Deb Schoen

Zavier Borja

Jason Kropf

Nathan Hovekamp

STAFF PRESENT

Don Horton, Executive Director

Michelle Healy, Deputy Executive Director

Julie Brown, Manager of Communications and Community Relations

Lindsey Lombard, Administrative Services Director

Matt Mercer, Director of Recreation

Sheila Reed, Executive Assistant

Brian Hudspeth, Development Manager

Henry Stroud, Trail Planner

Rachel Colton, Park Planner

5:30 p.m. MEETING CONVENED

VISITORS

None

WORK SESSION

1. Trails Action Plan – *Henry Stroud*

Mr. Stroud shared the draft trail action plan. He said a revisit to the plan was requested by the board to explore the need of reprioritization of trail projects. He discussed the plan purpose and recommended actions:

- **Planning focus areas:** Inform comprehensive planning, capital project planning and interagency coordination.
- **Outreach focus:** Improves public knowledge and awareness of existing trail opportunities.
- **Trail project ranking:** Updates trail project priorities using additional criteria.
- **Asset management projects:** Improve existing trail asset, to make the system as user friendly as possible.

Mr. Stroud explained the scoring criteria of the evaluation. As a result of the refocus, the highest scoring trail projects include the North Unit Canal Trail, CO Historic Canal Trail from Reed Market Road to Hansen Park, big Sky Park Trail and Arnold Canal and Trailhead Development.

2. Strategic Plan Update – *Rachel Colton and Michelle Healy*

Ms. Colton gave a brief history of the Strategic Plan and explained the related documents to the Strategic Plan:

- Comprehensive Plan
- Trail Action Plan
- Capital Improvement Plan
- River Plan
- Diversity, Equity and Inclusion Plan

She reviewed the pillars and desired outcomes of the Strategic Plan, the action plan, status by pillar and new action items. Ms. Colton spoke about the performance measures of the plan, including park and trails website views per population, potential new performance measures and plan update approach.

Ms. Colton said that staff would like to extend the Strategic Plan action items an additional two years. She asked the board to support the extension of the plan.

3. Recreation Service Level Updates – *Matt Mercer*

Mr. Mercer spoke about the increasing COVID metrics and the impacts to the district. He said the mask mandates compliance in facilities has been high. Numbers of patrons in the facilities are leveling off or dropping for indoor programs due to the mask requirements. He reviewed the outdoor mask requirements for outdoor sports and childcare programs. He indicated that a fall safety letter will be sent to all parents of participants to encourage compliance with recommendations and mandates. He also gave a review of the air quality plan and smoke closures and stated that some programs can move indoors or to other facilities.

Mr. Mercer explained that the challenges to staffing and front-line positions have not changed significantly. Custodial and customer service positions have improved. Youth recreation leaders and lifeguards are still at a crisis level and impacts are affecting the level of service the district can provide. Kids Inc. is 36 positions short of a full staff. Kids at school sites have been reduced 15-25 per site and have been added to the waitlist. Recruitment is ongoing and working to create alternating schedules and capturing interest from college students.

Mr. Mercer said the lack of lifeguards is resulting in pool closures adding that evenings and weekends can be adequately staffed. The activity pool has closed for the season and the indoor pool will operate under reduced hours with the Manager on Duty staff rotating in to take lifeguard shifts. He

said that over time, he hopes to add more staff and increase the hours of pool time and add back recreation programming incrementally.

CONSENT AGENDA

1. Minutes: 08/17/2021

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

BUSINESS SESSION

1. Drake Park Bank and Trail Improvement Project: GreenWorks PC Contract Contingency – *Brian Hudspeth*

Mr. Hudspeth explained that the building permit with the city for this project has expired and will need to be re-submitted. He said additional work is necessary to separate the plans to show a phase one and phase two of the projects and to separate the areas that require easements. This was not budgeted in the original quote. He said the additional contingency should cover any additional costs that could occur in permitting. Additional costs could be incurred in the construction estimate due to the delays of the project and the rising costs of construction. The board will need to approve any additional funding for construction.

Director Kropf made a motion to authorize an additional \$15,000 of contingency for the contract with GreenWorks, PC on the Drake Park Bank and Trail Improvement Project for a total project budget not to exceed \$925,596.22. Director Borja seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reminded the board of an earlier discussion about a board workshop in December and asked Director Hovekamp to give an update on the fish passage project at the dam at Mirror Pond. Director Hovekamp described the group of people working on the project. He said the meetings have been productive and have narrowed the designs of the type of passage and the group is ready to get a more professional opinion at the conceptual level. The next meeting will be with the utility company for next steps and commitments. Executive Director Horton added that the public will have an opportunity to weigh in on the project.

PROJECT REPORT – In Board Packet

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Borja is looking forward to the board retreat in December.
- Director Kropf said that Welcoming Week begins on Friday and encouraged board members to attend and support the event. He reminded everyone to do their part to stop the spread of COVID.
- Director Schoen acknowledged the staff at Juniper Swim and Fitness. She said that even though staff is spread thin, as a guest it is hard to tell. She specifically called out Clare Gordon and commended her work. She added that the board should consider attending the virtual NRPA conference opening session.

- Director Méndez commented that he is concerned about the morale of the staff when the district is so short staffed with a community that leans heavily on the district. He thanked staff for sticking with the district through all of this. He recognized two budget committee members, Tom Fisher and Donna Owens, for consistently attending the board meetings and their dedication to the district.

ADJOURN 9:00 pm

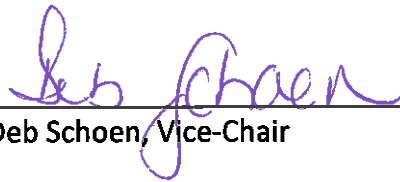


Prepared by,


Sheila Reed
Executive Assistant



Ariel Méndez, Chair



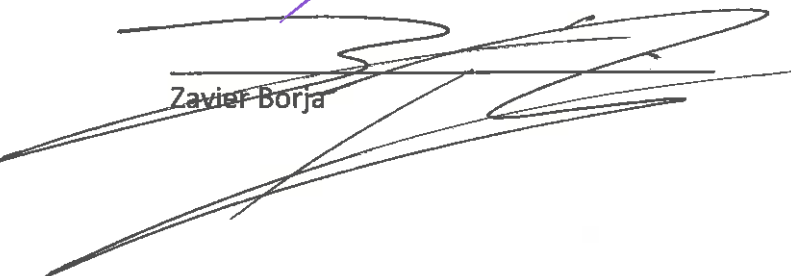
Deb Schoen, Vice-Chair



Jason Kropf



Nathan Hovekamp



Xavier Borja