



Board of Directors

January 4, 2022

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

Jason Kropf

Nathan Hovekamp

Zavier Borja

STAFF PRESENT

Don Horton, Executive Director

Michelle Healy, Deputy Executive Director

Julie Brown, Manager of Communications and Community Relations

Kristin Donald, Administrative Services Director

Matt Mercer, Director of Recreation

Sheila Reed, Executive Assistant

Brian Hudspeth, Development Manager

Jason Monaghan, Facilities Manager

Rob Shatting, Recreation Facilities Supervisor

Rachel Colton, Park Planner

Sara Anselment, Park Planner

Eric Baird, Finance Manager

LEGAL

Paul Taylor: Bryant, Lovlien & Jarvis Attorneys at Law

5:30 p.m. MEETING CONVENED

STAFF INTRODUCTIONS

Kristin Donald – Administrative Services Director

Eric Baird – Finance Manager

Sara Anselment – Park Planner

VISITORS

None

WORK SESSION

1. Park Services Report: Asset Management – Jason Monaghan and Rob Shatting

Mr. Shatting said the asset management plan serves to deliver a desired level of service at the lowest total lifecycle cost of the asset, while containing risk at an acceptable level. He next reviewed the background and definitions of the plan. He said the plan is a tool used to assess needs, make decisions and budget for assets and aligns with the Strategic Plan objective of taking care of what the district has.

Mr. Monaghan reviewed the principals and strategies of the asset management plan. He explained that the plan is a subsidiary document to the Capital Improvement Plan and includes an asset replacement schedule and reviewed the schedule.

2. Service Levels Update – Matt Mercer

Mr. Mercer gave an update on Juniper Swim and Fitness Center and Larkspur Center. He spoke about some recent lifeguard hires that will open up more pool time in February and the bonus structure that is in place to retain lifeguard staff. He said that the custodial staff is also adding more full-time staff as the need increases in the facilities.

Mr. Mercer said winter registrations filled classes very quickly this year he added that as more staff is hired more classes will be added. Kids Inc continues to struggle with staffing challenges, 21 staff members have left since mid-October. Staff focus is on maintaining the students that are in the program currently. Other staff members are filling in at Kids INC to keep the sites open. Staff is working with the local schools and colleges and making advancements in creating programs to hire students for frontline positions with a plan to launch in March.

Mr. Mercer commented on the current sports guidance for COVID and remarked that the district will follow the Bend LaPine Schools COVID policies on indoor sports for continuity.

Mr. Mercer gave a slide presentation showing the number of people using the district facilities, he said facilities are picking up, but still below pre-COVID averages.

CONSENT AGENDA

- 1. Minutes: 11/16/2021**
- 2. Minutes: 12/07/2021**
- 3. Appoint Budget Committee Member**

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

BUSINESS SESSION

- 1. Accept 2020-21 Annual Comprehensive Financial Report – Kristin Donald and Brenda Bartlett**

