



**Hood River Valley Parks and Recreation District  
Board of Directors Regular Meeting,  
Wednesday, January 16, 2019 6:00 pm  
Hood River Aquatic Center**

**Minutes**

**Regular District Board Meeting**

**Call Regular Meeting to Order**

Carroll called the meeting to order at 6:04pm.

**In Attendance:**

**Staff:** Mark Hickok, Marcie Wily; **Contract Accountant** Monica Morris

**Board:** Nan Noteboom, Mike McCarthy, Anna Cavaleri, Art Carroll

**Members of the Public:** Linda Maddox, Ken Onstott, Auditor

**Comments from the General Public** (3 minutes per person, per subject, Maximum 30 minutes public comment taken)  
None

**Review Minutes**

1. November 28, 2018 – Regular Board Meeting Minutes

McCarthy moved to approve the minutes. Noteboom seconded. All approved.

**Unfinished Business**

**Presentations**

2. 2016/17 HRVPRD Annual Audit Presentation

Ken Onstott reviewed the fiscal year audit from 2016/2017, beginning with an explanation of the contents of the audit. He stated that this year's audit was an improvement from prior year audits and issued an unmodified opinion on the District Financial Statements. In the Letter to Management, Onstott recommended tightening procedures for timesheet review and approval. Hickok and Morris stated that staff has implemented procedure that will satisfy the auditor in future years.

**New Business**

3. First Reading of Policy 18/19#1 Disposal of Surplus Property Policy

Hickok reviewed the surplus property policy, explaining that everything the Parks District owned is considered property of the public. This policy would allow the District to dispose of items that are no longer useful or needed. The board suggested changing one word may to the word must in the statement, "The Director, or designee, **must** dispose of surplus property as follows..."

Staff will make appropriate change and bring the policy back for a second reading.

4. Budget Calendar Draft

The board reviewed the budget calendar and agreed to make a start time change on April 10<sup>th</sup> at 4:30pm instead of 5:30 pm to accommodate budget committee members' schedules. Noteboom moved to approve the budget calendar draft. McCarthy seconded. All approved.

**Reports** (*informational, no action needed*)

5. Quarterly Financial Report

Morris (15 mins)

Monica reviewed the quarterly reports, expressing confidence in receiving the full budgeted amount in

SDCs, and she reviewed committed SDC expenditures. She reviewed the General Fund budget, stating that the budget is right on track with the fiscal year.

6. Directors Report

Hickok (30 mins)

Hickok gave the Director's report.

School District: Staff is working with the school district on a facility use agreement for the girls' tennis team's use of the pickleball and tennis courts for practice this upcoming season. Community Education has moved out of the HRVPRD offices and is now back at the School District. Hickok stated that a more robust IGA would need to be created with the school district for the other ways the two agencies might partner in the future.

SDC Requests: Hickok reviewed the request process for SDCs from other agencies. The request will be advertised with a deadline of March 15<sup>th</sup>.

The Sieverkropp Trail Easement is in process with City permitting and is scheduled to be recorded at the end of January 2019.

Dog Park: Staff is working on narrowing the scope of the project so that approximately ¼ of the project will be rebid. The rest of the project will be built with volunteers.

Multi-Jurisdictional Master Plan: Staff is meeting with the consultant and city and county planning directors every week to work on the draft of the plan. The joint agency meeting is scheduled for February 28 at 5:30pm, location to be determined. The consultant aims to have the first draft of the plan completed at the beginning of February. Staff will distribute the completed draft for board review and comments after that time. The board suggested a work session for February 13<sup>th</sup> at 5:00pm to review the plan.

7. Aquatic Center Report

Wily gave the aquatic center report, noting that the cash flash was from November and December. The high school started its season, and the team is now being coached by Shelly Rawding, who is also the club swim team coach. The high school team is offering free lessons each Friday night during \$1 open swim for the first 30 minutes, which have had 15-25 kids in each lesson. The facility closed unexpectedly until mid-afternoon on December 7<sup>th</sup> because a failed drive system to the pool deck's heating and ventilation system.

Executive Session

- 8. Executive Session, if necessary per ORS 192.660 (The District Board will now meet in executive session. All members of the audience are asked to leave the room. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.)

Noteboom moved to enter into executive session. Cavaleri seconded. All approved. McCarthy made a motion to exit executive session. Noteboom seconded. All approved.

Adjourn

Noteboom made a motion to adjourn, and Cavaleri seconded. All approved.

Art Canale  
Approved By  
Blaine J. Johnson  
Attest

4/10/19  
Date  
4/10/19  
Date