



**Hood River Valley Parks and Recreation District
Board of Directors Meeting
Wednesday, November 15, 2017 6:00 pm
Hood River Aquatic Center
Minutes**

6:00 Regular District Board Meeting

Call Regular Meeting to Order

Mahurin opened the meeting at 6:00pm

In attendance: Board Members Mike McCarthy, Art Carroll, Glenna Mahurin, Anna Cavaleri; Staff: District Director Mark Hickok, Assistant Director Marcie Wily; Members from the Public: Bonnie New, Polly Wood, Heather Staten, Dale Hill

Comments from the General Public (3 minutes per person, per subject, Maximum 30 minutes public comment taken)

Heather Staten asked when public comments should be made regarding the Barrett Park Agenda item. Hickok said that the Barrett Park agenda item had been moved to the next meeting so that all board members could be present for the meeting, as Noteboom was unable to attend this meeting. Other members from the public decided to wait to make a public comment until the next meeting.

Staten stated she enjoyed touring the Golden Eagle facilities the previous month and commended staff for their work on the project.

Review Minutes

October 18, 2017 – Regular Board Meeting Minutes

Cavaleri made a motion to approve the minutes. Carroll Seconded. All approved.

Consent Agenda

None

Unfinished Business

None

New Business

1. Review Draft Request for Proposal for Multi-Jurisdictional Master Plan

Wily reviewed the general layout for a Master Plan Request for Proposal (RFP) and the elements that are typically found in a master plan. The scope of this plan would cover all the standard items – review of pertinent agency documents, public engagement, needs assessment, inventory assessment, recommendations, feasibility and implementation, and final document and presentation. This RFP differentiates itself from the standard model in the feasibility and implementation process. The RFP asks the consultant to look at feasibility and implementation from two perspectives: the recommendation of consolidating into a single parks and recreation provider, and the recommendation to continue to operate as single providers and ways to improve cooperation. Discussion ensued about the overall plan, scope, budget, and feasibility of task six.

Cavaleri made the motion to approve Multi-jurisdictional Master Plan RFP, pending legal approval and minor revisions. McCarthy seconded the motion. All approved.

2. Review Employee Manual

Hickok and Morris reviewed the next portion of the employee manual. Topics in this portion of the employee included definition of employment, employee classification, overtime, employee incurred expenses, wage and salary policies and performance reviews. The discussion also covered time off status and comp time. Staff will continue to present this information in small portions to the board.

Reports (*informational, no action needed*)

~~3. Barrett Park Strategy Discussion~~

This agenda item was moved to the next month's agenda so that all board members could be present.

4. Financial Report

Morris talked about the new efficiencies with accounting, particularly with the aquatic center billing cycle. Pool rentals billing and contracts will be done at the same time by the aquatics supervisor, streamlining the process. The money received (accounts receivable) might be delayed or realized in the next month's financial cycle because of the new pricing structure and how the billing is occurring. The new pricing structure really seems to have improved, and it will really be after the first six months that there will be enough data to truly assess the structure. Other topics included SDCs received. No SDCs were received in October.

5. Directors Report

Hickok gave the Directors Report. The Aquatic Supervisor position was reposted. The job description has been reposted with revisions to the description. The posting would close in early December with a first round of interviews to take place in mid-December.

Hickok will participate on Mid Columbia's Hood River Community Housing Steering Committee to help provide perspective on undeveloped land, trails, and park components of the project.

Hickok suggested doing some goal setting in preparation for the next fiscal year's budget. It was decided that the January meeting would be the most appropriate meeting for goal setting.

Hickok talked about process efficiencies that have been created, mainly on the accounting side. Efficiencies have been created so that pay stubs can be viewed on line, as well as improving the billing process for the aquatic center.

Pool Enclosure Update: The outreach committee met on November 1, and they made a recommendation of the options to present to the public and gave direction on printed pieces that will be presented in the public outreach.

The Golden Eagle Park Project is in its final stages. A final punch list is being created. The lights are scheduled to go up in the next week, and the lights will be coin operated.

The dog park is cleared and prepped. Staff visited five Dog Parks recently in the Portland area to gather ideas for the park.

6. Aquatic Center Report

Wily gave the aquatic center report. Topics included an update on swim lessons and the new winter schedule. Swim lessons are at capacity in the lower level classes. High school swim team began its season,

as well as the newly formed youth club water polo team. The Parks District was awarded another grant through United States Masters Swimming for the Adult Learn to Swim Program. Lastly, the software that adjusts the pool temperature failed. The part will be examined for repair.

Executive Session

- 7. 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.)*

None needed.

Adjourn

Carroll made a motion to adjourn. McCarthy seconded the motion. All adjourned

DRAFT