



**Hood River Valley Parks and Recreation District**  
**Wednesday, October 18, 2017 6:00 pm**  
**Regular Board Meeting**  
**Hood River Valley High School Room H13**  
**Minutes**

**6:00 Regular Meeting**

In attendance: Board Members, Glenna Mahurin, Art Carroll, Nan Noteboom, Anna Cavaleri; Staff, District Director Mark Hickok, Assistant Director Marcie Wily

**Call Regular Meeting to Order**

Mahurin brought the regular meeting to order at 6:25pm

**Comments from the General Public**

No Comments

**Review Minutes**

September 20, 2017 – Regular Board Meeting Minutes

Carroll moved to accept the minutes. Noteboom seconded the motion. All approved.

**Consent Agenda**

None

**Unfinished Business**

- 1. Resolution – 17-18 #2 AUTHORIZING EXPENDITURE OF SYSTEMS DEVELOPMENT CHARGE FUNDS TO INCREASE CAPACITY AT THE NICHOLS BASIN FOR THE PUBLIC IN PARTNERSHIP WITH THE PORT OF HOOD RIVER** Hickok (10 mins)

Hickok summarized the previous discussions regarding the Port's request for System Development Charges to make upgrades in Nichols Basin. Noteboom moved to authorize the expenditure of \$12,000 in System Development Charges for the modular dock improvements in Nichols Basin. Cavaleri seconded the motion. All approved.

**New Business**

- 2. Discriminatory Workplace Harassment Policy –**

Hickok reviewed the Special District Insurance Service (SDIS) "Best Practice" suggested policy. The Parks District will receive a credit on insurance for implementing this policy. The Parks District employee handbook needs to be updated, so the plan will be to use SDIS's handbook template and adapt it to fit the needs of the Parks District. Morris walked the board through the Equal Employment Opportunity (EEO Policies), which included non-discrimination, sexual harassment, bullying, complaint procedures, and investigation.

**Reports**

- 3. Communication Strategy Update**

The communication strategy update was reviewed in the pool enclosure meeting. No other information was added to this update.

- 4. Financial Report**

Morris went over a couple of financial report layouts and reviewed the numbers from the prior month.

Discussion was had about various categories and the layout of the updated chart of accounts.

#### **5. Directors Report**

Staffing update. The Aquatics Supervisor position is open. Hickok gave an overview of the interview process. The field has been narrowed down to two candidates. In addition, Hickok clarified that all full-time employees will be exempt, and staff will continue to work on the employee handbook.

Morrison Park Update. Mid-Columbia Housing authority asked the Parks District to close the Morrison Park for a survey project. Hickok asked that MCH take the lead on closing the park and directed inquiries to the City and MCH.

Staff met with the city and county planning director to discuss the work of the RFP. Hickok gave an overview of the Multi-Jurisdictional Master Plan, stating that the goal would be to have to the city and the county adopt the plan as part of their comprehensive plan.

Cavaleri requested to add the Barrett Park to next month's agenda, stating that there are strong opinions surrounding the Barrett property and as a new board member, she would like to gain perspective on the subject. She wanted to know what allowable uses there are on the property. She also wanted to know if the grant money would have to be returned if the land was sold. Discussion ensued about the Barrett property with topics of allowable uses, EFU zoning, long term park planning, as well as some of the history of the Barrett property.

The financial policy and Employee manual documents will be reviewed by the board in small parts over the next few months until it is complete.

The Dog Park will begin construction soon, and bids are being put together.

#### **6. Aquatic Center Report**

The rate schedule took effect in September, and as a result revenue increased in the general admission category.

The fall season has been busy. High school water polo is in the middle of their season, with many home games and long practices. The club swim team has strong numbers for the fall, and as a result, has requested more lane space. The Harvest Fest was held Oct. 12-14, with a new split shift format to allow for more participation and better flow on the deck. Swim lessons are going well, with additional classes on Tuesdays and Thursdays, as well as a Saturday bilingual class.

#### **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**

Cavaleri made the motion to adjourn the meeting. Noteboom seconded the motion. All approved.