



**Hood River Valley Parks and Recreation District Budget Hearing & Regular Board  
Meeting Wednesday, July 19<sup>th</sup>, 2023, at 6:00 pm  
Hood River Aquatic Center**

**In Attendance:**

**Board:** Anna Cavaleri, Nan Noteboom, Mike Howard, Christy Christopher, Martha Ortega-Verduzco (virtually)

**Legal Council:** Rueben Cleveland

**Staff:** Mark Hickok, Marcie Wily

**Public:** Grant Polson, Allison Kriskewic, and Keir Bryerton

**Regular District Board Meeting**

**Call Regular Meeting to Order**

Cavaleri called the meeting to order at 6:06pm.

**Swear In New Board Members**

Cleaveland swore in new board members Mike Howard & Christy Christopher in person and Martha Ortega-Verduzco virtually.

**Board Duties & Responsibilities**

Hickok and Cleaveland reviewed board duties and responsibilities for new board members.

- Unless a quorum or public meeting is held board members are not to discuss matters that relate to the daily operations of administrative activities of the district.
- Christopher asked if board members are allowed to suggest a topic that should be brought up in future board meetings. Hickok explains that this can be done via email to all board members or be brought up in the next board meeting when everyone is present.
- Executive Sessions can be called for things like potential litigation, union contracts, real estate transactions, performance evaluation of staff. No decisions can be made, and minutes are confidential. All discussion needs to stay specific to what the session was called for.
- It takes 3 board members to be able to vote on a final decision.
- The Board is tasked with setting policy and goals and staff is tasked with carrying those policies and goal.

**Regular Business**

**1. Appoint 2023/24 Officers:**

**Duties and Responsibilities of officers:** The board president is the representative for all board members. They are responsible for giving performance review to the executive director, and they have final approval of agendas. The vice president serves as president pro tempore in the absence of the president. The secretary keeps full and true records of all regular and special board meetings (which can be delegated to the staff) and is the co-signer of all legal documents, loans, and other necessary contracts.

**Appointed Officers for FY 23-24:**

**President Nomination:** Cavaleri nominated Noteboom for board president. Howard seconded. All approved.

**Vice President Nomination:** Noteboom nominated Ortega-Verduzco for vice president. Cavaleri seconded. All approved.

**Secretary Nomination:** Noteboom nominated Cavaleri for secretary. Howard seconded. All approved.

## **2. Review Minutes June 21<sup>st</sup>, 2023**

Chrisopher noted an error and asked that they be amended in number six to "evaluate the director" rather than "evaluate the board." Cavaleri made a motion to approve the minutes as amended. Howard seconded. All approved with Christopher abstaining because she wasn't present.

## **3. Resolution 23/24#1-Approval of Board Meeting Dates**

Cavaleri made a motion to approve the board meeting dates. Christopher seconded the motion. All approved.

## **4. District Board Policies and Procedures Update (Regular Board Meeting Dates)**

New board member Christopher stated she has a conflict with the regular board meeting dates and times and asked to make a change to regular board meeting dates and times. Hickok explained that changing the board meeting dates and time would mean changing the District's Board Policies and Procedures that was adopted by the board in 2010. Article III, Section 2, Regular Meetings states: "Regular Meeting so the Board shall be held on the third Wednesday of each month at the hour of 6:00 pm." The board discussed whether there might be dates that work and decided to do a calendar overlay of the other agency meeting dates, and other dates that posed a conflict to see what dates might work. Hickok is not able to make the next board meeting date because of a training. The board decided to move the August board meeting to Tuesday, August 22, 2023 at 6:00pm.

## **5. District Long-range Strategy and Discussion**

Action: Review and provide feedback

Hickok updated the board on the progress they have been making with the long-range strategy plans. Staff is continuing to meet with SDAO consultant Bob Keefer and agency partners to discuss various funding options. In addition, they are working on developing a survey targeting people who have voted in past elections on what they are interested in for the community and their willingness to pay for those amenities.

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

### **1. Finance Report**

Hickok (15 mins)

Hickok presented the finance reports for the end of Fiscal year 22/23. He reminded the board that the financials are not audited, and books aren't closed yet. For SDC's, Hickok reported that the SDC revenue came short of projections this year but is expected to go up next year. The Recreation Fund is doing great and well over projections, and revenue is coming in much higher than expenses. The General Fund expenditures were over this year, but revenue was also over putting us in a good spot and looking healthy.

### **2. Directors Report**

Hickok (20 mins)

Mark Hickok reported on the Sherman Property. Staff has met with both sets of neighbors and volunteers are starting to do some clearing of the yard for the trail cut-through. The property line is much closer to our side than we had originally anticipated, so we are going to have to add 2 small staircases to accommodate adjustment.

The Oregon Transportation Commission has approved the 6-million-dollar grant for the connection of the Indian Creek Trail. The District will match 10% of the grant and start working on an IGA in October.

Hickok reported the need to do a light refresh of the employee manual, as well as an updated to some financial policies on purchasing rules. He stated that the District is aiming to move many processes to a paperless format. Lastly, Hickok discussed that we need to create an official park furniture gifting policy.

### **Aquatics & Recreation Report**

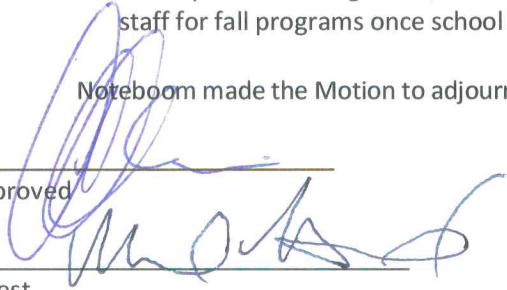
Wily (5 mins)

Wily gave the Recreation and Aquatics Reports. Both the pool and the rec programs have been super busy this summer. Recreation is starting to branch into more adult leagues this summer. Fall sports training for

water polo starts August 14, and school starts early this year. Aquatics will need to find more lifeguarding staff for fall programs once school starts.

Notebook made the Motion to adjourn at 8:10pm. Cavaleri seconded. all approved.

Approved



Attest

Date

8-22-2023

Date

8-22-2023

