



## Hood River Valley Parks and Recreation District Regular Board Meeting Wednesday March 16, 2022 6:00 pm

Via Zoom

### Minutes

#### In Attendance:

**Board:** Glenna Mahurin, Suzanne Cross, Anna Cavaleri, Nan Noteboom, Mike McCarthy

**Staff:** Mark Hickok, Marcie Wily

**Public:** Josh Sceva

**Contract Accountant:** Monica Morris

**Beneficiary of Service workshop:** Jamie Sabbach

#### Regular District Board Meeting

##### Call Regular Meeting to Order

Cavaleri called the meeting to order at 6:05pm.

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

Josh Sceva wanted to thank the board and everyone for advocating for the removal of the homeless camp that was set up at the edge of Morrison Park. Josh would also like to propose that we go in and plant the area with some native vegetation.

#### Review Minutes

1. **February 16, 2022 – Regular Board Meeting Minutes**

**Action:** Consider a motion to approve the February 16, 2022 meeting minutes

Noteboom moved to approve the February 16, 2022 board meeting minutes. Cross seconded. All approved.

#### Special Workshop

2. **Beneficiary of Service Workshop**

**Action:** Provide Feedback

Sabbach gave a review of the smart approach to cost recovery process and directed the board in a group exercise called the beneficiary of services. Sabbach had the board and staff rank the district's services that align most with the common good, as well as the services that provide more of an individualized benefit. The board provided feedback and discussed why they put certain categories above others. Sabbach stated that she would tabulate the results with three different options and give them to staff for review.

#### Regular Business

3. **Resolution 21/21 – 2 To Authorize Application for Grant**

**Action:** Consider a motion to authorize the application for an acquisition grant through the Local Government Grant Program with the Oregon Parks and Recreation Department

Wily gave an overview of application for acquisition grant through the Oregon Parks and Recreation Department (OPRD). Acquisition projects are eligible for grant funding, and OPRD looks favorably on applications that aim to implement goals set in planning documents, like the Multi-jurisdictional Master Plan and the Westside Park Acquisition. In October of 2021, the District applied for and was approved a Waiver of Retroactivity for 10 of the 20 acres for Westside Park to be eligible for the grant funding. Because the first 10 acres was acquired before the Waiver of Retroactivity was submitted to OPRD the first 10 acres acquired was ineligible for grant funding. If approved for funding, the money will go to pay off the loan and replenish the SDC fund. As part of the grant

requirements a Resolution from the board authorizing the grant application is required.

McCarthy moved to authorize the application for an acquisition grant through the Local Government Grant Program with the Oregon Parks and Recreation Department. Mahurin Seconded. All approved.

#### 4. Employee Policy Update

**Action:** Review and Consider a motion to approve the Policy Update

Hickok gave an overview of the HRVPRD employees' healthcare benefits and the updated version he brought to the board for review, which eliminates the stipend language and offers coverage of the employee and their family members at 90%. The board discussed. Cross asked for clarity in the language to include the family members and expressed the desire to see the employee covered at 100% and the family covered at a percentage. Morris explained that they did research on rates and this percentage was in line with other agencies. Cavaleri offered a change to the verbiage, and all agree with her revision of the healthcare benefits wording. "HRVPRD will cover 90% of medical insurance for what coverage the full-time employees select within the plan."

Cross motioned to approve the Policy Update with revised language. Noteboom seconded. All approved.

#### 5. FY 21/22 Budget Committee and Calendar

**Action:** Review and Consider a motion to approve the FY 21/22 Budget Committee and Calendar

Hickok gave the timeline on the budget committee and presented the dates on how they will proceed. The topic of in-person board meetings was discussed. It was agreed that they would move to a hybrid version of board meetings beginning in April.

Noteboom moved to approve the FY 21/22 Budget Committee and Calendar. McCarthy seconded. All approved.

#### 6. FY 20/21 Budget Adjustment

**Action:** Review and Consider a motion to approve the FY 20/21 Budget Adjustment

Morris explained the budget adjustment to the board. HRVPRD did not include recreational programming in the FY 20/21 Budget. The budget adjustment recognizes Recreational Programming and the revenue coming from the School District. The adjustment shows the money coming in and being allocated to two categories: Personnel Services and Materials & Services. The SDC fund was also adjusted to acknowledge the budget line to purchase the Westside property and make payments.

Mahurin motioned to approve the FY 20/21 Budget Adjustment. McCarthy seconded. All approved.

The group also discussed setting a date to have a special meeting specifically to focus the long-range strategy. The group expressed support for a special work session. Hickok will send out a Doodle poll to the board to set a date for the meeting. Lastly, as staff preps for the upcoming budget cycle, Hickok wanted to get some feedback from the board regarding staffing needs. The District has a need for a maintenance worker, an assistant aquatics supervisor, and an administrative assistant/bookkeeper position. The beginning fund balance is higher than in previous years due to the Urban Renewal District taxes not being collected, the pool being closed for a few months due to COVID, and CARES act money that was allocated for certain items. That additional money could be used as a starting point to fund three full-time positions, with the expectation that the district would have a funding strategy secured in the next five years. Hickok asked for the board's feedback whether this was a strategy he might explore for the upcoming budget cycle. The board asked for clarification and whether there was a priority for any of the positions. The board supported doing the work and research for the various options for the budget committee to deliberate on.

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

**7. Finance Report**

Morris gave an overview of the general fund with our beginning balance being healthy. Recreation expenses make the expense look off, but the budget adjustment will help identify where they should go. The SDC account shows the loan from Westside Park, as well as work from the South Side Extension Trail. County SDCs are tracking slowly.

**8. Director's Report**

Staffing Update: Matt Jordan was hired as our Maintenance Supervisor from the North Clackamas parks and Recreation. He has a BS in Biology and extensive knowledge of plants and trails.

Homeless Camp at Morrison Park: The city of Hood River has trespassed the campers at Morrison Park. Any items that were left were disposed of and nearly filled a 40-yard dumpster. The site was cleaned by City staff.

Community Education: Recreation personnel have been effectively getting the programs up and running. The first couple of spring programs are already out, and they have started developing summer camp programs. Cross asked about how difficult staffing is for the summer camps after she heard that the Mountain Adams Institute will not provide summer camps due to staffing shortage. Hickok stated that it is a concern, but for the Institute it was finding a director to lead the programs. The District has already hired a person to lead summer camps. Hickok asked the board for ideas on what to call Community Education, that a rebranding might be appropriate due to the different services the District will provide to the community. The board deliberated on the different names for the recreation side of the Parks District. Noteboom and Cross emphasized to leave it as Hood River Parks and Recreation as brand name and keeping it simple for the sub name. The board agreed that the new downstairs office should be called the Rec Desk.

Future Nature-scape Park: With the south side extension permit, we have two years to build the planned nature-scape park at the corner where Betty Lou turns 2<sup>nd</sup>. Hickok proposed some ideas to the board on what could be built there. Cavaleri and Noteboom liked the idea of a nature park that the kids can get under and play in. Cavaleri wanted a more natural and wooded look not a concrete structure. Cross stated the wood would be hard to take care of and wanted the concrete logs instead of the treated wood. Noteboom gave the go ahead with the nature-scape since the Parks District is behind on this project.

**9. Aquatics Report**

School Swim lessons with HRCSD are back from a two-year hiatus because of the pandemic. The district will be providing swim clinics to the public on three upcoming Saturdays. The pool has an ongoing problem with some people teaching private swim lessons and not following the proper protocol. Our insurance agent has advised that these lessons need to be prohibited. The instructors will be notified that they cannot teach the lessons without following the proper protocol of scheduling with the Aquatics Supervisor, obtaining liability insurance, and signing an agreement with the terms. For staffing, we have hired six new lifeguards, which has made reopening the pool on Mondays more likely.

**Adjourn**

McCarthy moved to adjourn the meeting. Cross seconded. All approved.

**Upcoming events:**

4-20-22 Regular Board Meeting



20 April 2022

Approved

Nan Notelba

Date

4-20-22

Attest

Date