



**Hood River Valley Parks and Recreation District Regular Board Meeting**  
**Wednesday, April 17, 2024, at 6:00 pm**  
**Hood River Aquatic Center**  
<https://us02web.zoom.us/j/88417374058>  
**Or Telephone: Dial 1 253 215 8782**  
**Webinar ID: 884 1737 4058**

**Regular District Board Meeting**

**Call Regular Meeting to Order**

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

**Review Minutes**

**1. March 20, 2024 – Regular Board Meeting Minutes**

**Action:** Consider a motion to approve the March 20, 2024 meeting minutes.

**Regular Business**

**2. Appoint Budget Committee Member**

**Hickok** (10 mins)

**Action:** Consider a motion to appoint a new budget committee member.

**3. Strategic Planning**

**Hickok** (10 mins)

**Action:** Review and Discuss

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

**4. Finance Report**

**Hickok** (5 mins)

**5. Directors Report**

**Hickok** (10 mins)

**6. Parks Report**

**Johnston** (10 mins)

**Executive Session**

Executive Session, per ORS 192.660 (e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions and (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. *(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.)*

**Adjourn**



**Hood River Valley Parks and Recreation District Regular Board Meeting**  
**Wednesday, March 20th, 2024, at 6:00 pm**  
**Hood River Aquatic Center**

**In Attendance:**

**Board:** Anna Cavaleri, Mike Howard, Christy Christopher, Nan Noteboom, Martha Ortega-Verdusco

**Staff:** Mark Hickok, Marcie Wily, Kelsey Barnes, Jaime Rivera

**Public:** Jeff Hunter, Kier Bryerton

President Noteboom called the meeting to order at 6:02 pm.

**1. Comments from General Public**

Jeff Hunter stated he is attending to observe and wishes the district well on its proposed ballot measures.

**2. Review Minutes from February 21<sup>st</sup>, 2024**

Christopher requested February 21<sup>st</sup>, 2024 minutes be amended to reflect that the PAC website domain was shared by Noteboom during the meeting. Cavaleri made a motion to approve the minutes as amended, and Ortega-Verdusco seconded. All approved.

**3. Resolution 23/24 #5**

Wily presented Resolution 23/34 #5, authorizing an application for a grant to Oregon Parks and Recreation Department's Local Government Grant Program. The district is exploring all funding options and applying for an acquisition and development grant for the Campbell Property to complete the missing link in the Indian Creek Trail. Christopher motioned to approve the resolution; Ortega-Verdusco seconded. All approved.

**4. Strategic Planning**

Hickok presented the board with an updated timeline for the proposed levy and bond measures. The ballot has been finalized and listed, the website is live, and the PAC is in the early stages of campaigning. He then detailed cost estimates for each of the individual projects that could take place if the General Obligation bond is passed by voters. Hickok demonstrated how easy it was to look up a home's assessed property tax value on Zillow, which shows the previous tax history under "Public Tax History." Property taxes in Oregon are based on "assessed value," which is about 42% of a property's real market value in Hood River County. He also proposed creating a general informational mailer to be sent to all registered voters, which the board expressed interest in. The district will create a postcard for this purpose.

Noteboom provided an update from the PAC on the campaign, noting that the website was up, outreach had begun, marketing efforts were in progress, and two volunteer meetings had been scheduled for the near future. She also mentioned that dinner ticket sales were going well, with only 11 tickets remaining for the "Big Night in a Small Town" campaign fundraiser. Noteboom then discussed the next steps, which included more outreach by signing up to speak at various community meetings, sharing yard signs, and collecting letters to the editor.

## 5. Reports

### *Finance Report*

Hickok presented the finance report. He stated that SDCs still down although finally picking up a little, and not much change in the last month. The General fund is looking good and is expected to exceed revenue projections by the end of the year, expenditures are at about 61% at about 7 months into the fiscal year. He noted that the district has moved towards more software-based subscriptions to streamline productivity so that's why that category is higher than projected for this year. Christopher requests that the improvement fund report be included in board meetings going forward. The recreation fund is looking good, and it is expected to see revenue go up with summer registration programs.

### *Directors Report*

Hickok delivered the Director's report. HRVPRD received notification from the city regarding the extension of the Waterfront Urban Renewal District to provide funding for the Waterfront Stormwater Line Replacement Project. The impact to the District will result in approximately \$67,000 in forgone projected revenue. Hickok attended the National Recreation and Park Association Directors school, which provided a valuable networking opportunity with Parks Directors from across the country. The district is currently finalizing drafts of budget for the 2024/2025 fiscal year, which will be based on the current state of the district without the bond and levy. Separate budgets will be created for the bond and levy if passed by voters. There is still one vacant position on the budget committee that needs to be filled. Lastly, Hickok shared the Historic Hood River Museum's website with the board, showcasing a historic pool picture from 1957.

### *Recreation Quarterly Report*

Rivera presented the Recreation quarterly report, providing recent highlights of the recreation department. One standout event was organized by parent volunteer Eva Hume, who arranged a Hood River Valley Parks and Rec night out at the Portland Blazers game. Twenty-five children had the opportunity to high-five players as they entered the court and joined them for the national anthem.

Rivera outlined the upcoming summer plans for recreation and the variety of programs that will be offered, focusing on increasing access through outreach efforts. He highlighted the initiative to develop programs tailored specifically for women and the availability of scholarships and financial assistance for those in need. The Gorge KKIDS Foundation, founded by Rita Ketler, offers up to \$150 per child for programs, with an application process requiring proof of government assistance. Additionally, HRVPRD was recently approved for a grant of \$21,350 from the Gorge Health Council that will help support summer camp outreach and financial aid. In addition to these assistance programs, the district is implementing a 10-25% discount for program registrations through an application process and seeking business sponsorships to further support financial assistance efforts.

Rivera also provided an update on the youth soccer programs, noting that the district's largest program had over 500 participants last year. The program offers soccer leagues for children aged 3 through 8th grade, addressing a gap as the school district only offers leagues for 9th through 12th graders. There will be a shift in program management.

Beginning in the fall of 2023, independent contractors were responsible for overseeing the soccer program. The district will assume full management of the soccer program in 2024 to ensure improved organization. However, the district will work towards establishing a separate entity led by community volunteers as a long-term solution.

Ortega-Verdusco motioned to adjourn the meeting at 7:40 pm. Howard seconded. All approved.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

DRAFT

## **Budget Committee Applications 2024 – One open position**

### **Meg Rummel**

#### **What qualifications make you an ideal candidate for the budget committee?**

The qualifications that make me an ideal candidate for the budget committee are as follows: I serve on four nonprofit boards, I'm an RN with Providence, I work as a bookkeeper for our family's orchard, and our family utilizes the Parks & Rec facilities.

#### **Why are you interested in serving on the budget committee?**

I am interested in serving on the budget committee because I want to serve my community and provide healthy, outdoor opportunities for the people of Hood River.

# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

March-24

General Fund

	Actual	Total Budget	% of Budget
<b>Revenue</b>			
Beginning Balance*	1,059,611	1,100,000	96%
Admin Indirect Charges	50,815	101,629	50%
Dividends/Credits/Refunds	491	1,200	41%
Donations/Contributions	0	0	
General Admission	110,384	215,871	51%
Grants	52,754	41,500	127%
Innovative/Other Income	12,829	23,885	54%
Interest Earned	28,503	30,000	95%
Lessons	24,008	42,437	57%
Merchandise Sales	14,579	27,885	52%
Miscellaneous Revenue	1,787	0	
Rentals	40,711	94,954	43%
Tax Revenue	984,247	997,514	99%
Transfer In	0	0	0%
<b>Total Revenue</b>	<b>\$ 2,380,718</b>	<b>\$ 2,676,875</b>	<b>89%</b>
<b>Expenditures</b>			
	Actual	Budget	% of Budget
Bank Charges	234	1,200	20%
Chemicals, Gasses and Fuel	20,307	28,942	70%
Credit card & processing fees	4,518	5,384	84%
Dues, Licenses & Subscriptions	33,939	20,167	168%
Furniture and Equipment	4,904	8,750	56%
Insurance - Liability & Wks Comp	26,412	27,636	96%
Legal & Professional Fees	83,623	72,000	116%
Meetings and Conferences	1,139	3,500	33%
Merchandise Purchases	8,901	17,500	51%
Office Expenses	9,391	7,500	125%
Payroll Expenses	604,783	1,019,845	59%
Promotional and Marketing	1,680	5,500	31%
Rent or Lease	3,017	2,000	151%
Reimbursement	3,562	0	0%
Repair & Maintenance	57,727	103,699	56%
Staff Wellness	2,105	3,900	54%
Stationery & Printing	1,442	1,260	114%
Subcontractors	1,117	35,085	3%
Supplies	29,794	36,251	82%
Taxes, Licenses and Fees	9,570	0	
Tools	6,164	11,250	55%
Training and Travel	10,505	13,320	79%
Uniforms/Safety Gear	9,592	5,405	177%
Utilities	120,295	186,980	64%
<b>Total Expenditures</b>	<b>\$ 1,054,723</b>	<b>\$ 1,617,074</b>	<b>65%</b>
Other Expenditures	0	0	0%
Capital Assets	2,765	30,000	9%
Contingency	0	35,000	0%
Reserves	0	369,801	0%
Transfer Out	450,000	450,000	100%
Unappropriated Ending Balance	0	175,000	0%
<b>Total Other Expenditures</b>	<b>\$ 450,000</b>	<b>\$ 1,059,801</b>	<b>42%</b>
<b>Total All Expenditures</b>	<b>\$ 1,504,723</b>	<b>\$ 2,676,875</b>	<b>56.21%</b>

# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

March-24

Recreation Fund

	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>			
Beginning Balance	253,970	225,000	113%
HRC School Dist IGA	88,585	177,160	50%
Contract Programs	96,118	72,000	133%
In house Programs	185,289	248,000	75%
Interest Earned	4,532	30,500	15%
Donations	2,840	0	
<b>Total Revenue</b>	<b>\$ 631,334</b>	<b>\$ 752,660</b>	<b>84%</b>

	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Expenditures</b>			
Credit card & processing fees	8,567	15,000	57%
Chemicals, Gasses and Fuel	145	0	0%
Admin Indirect Expenses	50,815	101,629	50%
Dues, Licenses & Subscriptions	430	2,700	16%
Furniture and Equipment	3,101	5,000	62%
Legal Fees	1,305	0	0%
Meeting and Conferences	368	0	0%
Payroll Expenses	154,902	173,964	89%
Promotional and Marketing	2,161	5,000	43%
Rent or Lease	7,936	31,000	26%
Staff Wellness	278	800	35%
Stationery & Printing	0	2,500	0%
Subcontractors	53,245	60,000	89%
Supplies	40,422	57,500	70%
Training and Travel	1,693	3,000	56%
Uniforms/Safety Gear	1,640	0	0%
Utilities	2,188	1,400	156%
Repair & Maintenance	0	2,500	0%
Reimbursements	331	0	0%
<b>Total Expenditures</b>	<b>\$ 329,526</b>	<b>\$ 461,993</b>	<b>71%</b>

Contingency	0	25,000	0.00%
Capital Assets	15,718	35,000	45%
Reserve	0	160,667	0.00%
Unappropriated Ending Balance	0	70,000	0.00%
<b>Total Other Expenditures</b>	<b>\$ 15,718</b>	<b>\$ 290,667</b>	<b>5%</b>
<b>Total All Expenditures</b>	<b>\$ 345,244</b>	<b>\$ 752,660</b>	<b>46%</b>

# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

March 31, 2024

System Development Charges Fund

	<b>TOTAL</b>		
	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>			
Beginning Balance	765,136	695,000	110%
System Dev Charges - Inside UGB	42,700	239,360	18%
System Dev Charges - Interest Earned	1,774	1,800	99%
System Dev Charges - Outside UGB	71,802	168,960	42%
Sherman House	808,519		
<b>Total Revenue</b>	<b>\$ 1,689,932</b>	<b>\$ 1,105,120</b>	<b>153%</b>
<b>Expenditures</b>			
Bank Charges	165	300	55%
Legal Services	590	1,500	39%
Professional Fees	0	1,500	0%
<b>Total Expenditures</b>	<b>\$ 755</b>	<b>\$ 3,300</b>	<b>23%</b>
<b>Other Expenditures</b>			
Capital Outlay	0	314,830	0%
Capital Projects - Campbell Property	15,000	685,027	2%
Capital Projects - Parkdale Park	12,500	22,500	56%
Capital Projects - Sherman House	829,322	0	
Capital Projects - South Side Extension	6,650	0	
Capital Projects - Westside Park	0	0	
Debt Interest	5,069	5,641	90%
Debt Principle	0	73,822	0%
<b>Total Other Expenditures</b>	<b>\$ 868,540</b>	<b>\$ 1,101,820</b>	<b>79%</b>
<b>Total All Expenditures</b>	<b>\$ 869,295</b>	<b>\$ 1,105,120</b>	<b>79%</b>



# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

March 31, 2024

Improvement Fund

	<b>TOTAL</b>		
	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>			
<b>Beginning Balance</b>	370,476	420,476	88%
<b>Interest Earned</b>	13,461	0	
<b>Transfer In</b>	450,000	450,000	100%
<b>Total Revenue</b>	<b>\$ 833,937</b>	<b>\$ 420,476</b>	<b>198%</b>
<b>Expenditures</b>			
<b>Operating Expenditures</b>	30,354	50,000	61%
<b>Capital Outlay</b>	0	820,476	0%
<b>Total Expenditures</b>	<b>\$ 30,354</b>	<b>\$ 870,476</b>	<b>3%</b>



**Hood River Valley Parks and Recreation District  
Directors Report  
Wednesday, April 17, 2024**

**Director Items**

- **Urban Renewal District Board Update** – In February I presented that the city council was interested in getting interest from the other taxing agencies in the Urban Renewal area to see if there was interest in being on the Urban Renewal board. After gathering input and discussion, they decided to remove the two port commissioners and make the urban renewal board the same as the city council. This is common in urban renewal boards.
- **Poetry Trail** – A local citizen has requested to spearhead a project in collaboration with the library to display a poetry walk on the Indian Creek Trail. This is a new trend and can be a fun way to engage the community. It can also be controversial, and pros and cons should be considered, if it is approved there needs to be clear guidelines and oversight. I plan to meet with the person soon to discuss his proposal.
- **Wy'East Baseball Field** – We are working with school district staff and volunteers to refurbish a full-size baseball field in Odell. The backstop and dugout benches are in great shape, but it has had grass over the infield for 20 years. We will be using this field for the new women's Adult Softball League and the Men's Wood Bat Baseball League.