



Hood River Valley Parks and Recreation District Board of Director's Meeting  
Wednesday, October 19, 2016  
Minutes

**Call to Order**

Greg Davis called meeting to order. In attendance: Directors Glenna Mahurin, Matt Rutledge, Art Carroll, Mike McCarthy; District Director Mark Hickok, Interim Assistant Director Marcie Wily; Audience Susan Baker, Anna C. Cavaleri, Polly Wood and Jeff Hunter.

**Comments from the Public:**

Anna Cavaleri, from the Hood River Residents Committee, praised district staff and board members for their hard work over the years, as well as voicing an appreciation of the new leadership.

Susan Harrington (Scott Baker's wife) introduced herself and said that Scott was regretful he was unable to attend the meeting and she was there to read a letter from Scott on his behalf regarding his appreciation for the board and his final compensation from the Park District.

**Review of Minutes**

August 18<sup>th</sup> Special Meeting:

The minutes were revised with clarity added by former District Director Lori Stirn.

Rutledge moved to approve the minutes with a second by Carrol. Revised August 18 minutes were passed.

September 28<sup>th</sup> Board Meeting Minutes:

Art C. moved to pass the minutes. Glenna M. gave a second to the motion. September 28, 2016 Board Meeting Minutes were passed.

**Consent Agenda**

No changes to the agenda were requested.

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

1. Legal Representation

Jeff Baker is taking a new position with the state of Washington as of January 1, 2017. He will be resigning from the firm at the end of the year. Rubin Cleveland, another partner at the firm, will take over representation for the Park District.

2. SDC Methodology (Final Draft)

Hickok shared the final draft of the SDC methodology. Davis had questions about separate rates for city and county. Discussion was had. Hickok said that he would research the rate question with FCS and get back to the group at the next meeting.

3. Staffing Transition Plan

Hickok reported that he wanted to look at possible restructuring and figuring out skill sets of current employees. Mark Hickok offered Marcie Wily the Interim Assistant Director position. Davis encouraged a robust staffing plan, including restructuring and hiring.

4. Contract for Pool Enclosure Update

Hickok reported that contract negotiations are still underway with Opsis. Opsis suggests a blended feasibility study, as it would offer a more comprehensive overview. Hickok is awaiting a quote from Opsis and will follow up at the next meeting.

5. Financial Report

Due to the bookkeeper's unforeseen absence, Hickok reported the financial reports were incomplete and

said that the reports would be distributed upon completion.

6. Directors Report

Hickok gave the Director's report. The report is attached [here](#).

7. Aquatic Center Report

Wily shared Aquatic Center Report. The report is attached [here](#).

**Follow-up items** (*informational, no action needed*)

- Pauly, Rogers CPA-audit review and SDC summary  
Hickok reported on progress.
- Sample financial policy document  
Hickok is putting something together on a sample financial policy and will continue to work on that.
- Before going to Executive Session, Rutledge requested follow up to board member questions and Hickok stated he would follow up by the next board meeting.

**Executive Session**

Confer with Legal Counsel pursuant to ORS 192.660 (2) (h).

Glenna Mahurin made the motion to move to executive session and Mike McCarthy seconded. Motion passed.

**End of Executive Session**

- Greg D. stated an end to the executive session and asked whether there was a motion for a resolution to the discussion.
- Rutledge made a motion to authorize staff to make a payment to Scott Baker, on his departure from employment with the Park District, to include total accrued vacation hours, total accrued holiday hours, total comp time at 1:1 ratio, as well as half of his accrued sick time to be paid out. In addition to this payment, Rutledge moved that a separation agreement be made with Baker to include that he is satisfied with the terms of the agreement and payment, and that he will agree to consult for Park District staff at his regular hourly rate.
- Mike McCarthy seconded the motion. Motion Passed 5-0.

**Adjournment**

Maurhin moved to adjourn the meeting, with a second by Matt Rutledge. Motion Passed.

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Greg Davis, President

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Attest

Date \_\_\_\_\_