

Boardman Park & Recreation District
Budget Workshop & Board Meeting Minutes
Tuesday, February 23, 2021 @ 5:30 pm
Held at Boardman Park and Recreation Main Office (Available on ZOOM)

Attendance: In person: Board Members – Krista Price, George Shimer; Staff – Ted Lieurance, Scott Green, Shelby Peary; By ZOOM: Board Members – Lynn Prag, Karen Pettigrew

Budget Workshop commenced at 6:00pm.

Review of Budget Materials:

- Boat Dock – Ted Lieurance explained about the State Marine Board's plans for the new boat dock design. Mentioned that we needed to add revenue of \$75,000 for a grant and expenditures of \$75,000 for preliminary documents for the Corp of Engineers. George Shimer asked if any portion of the dock would be for "pay". Ted Lieurance stated that with the new design none of it would be "pay"
- Krista Price asked if there were any significant changes in the budget – Ted Lieurance stated the park had no other big projects-maybe a Playground at the Rec Center-Already have small one that Scott Green won that can be installed. Karen Pettigrew mentioned that the City, BCDA, Chamber, and Park should collaborate on this topic.
- Krista Price mentioned the decrease in other interest from \$20,000 to \$10,000. Shelby Peary stated in was decreased to reflect what we could actually bring in.
- George Shimer asked about the other campground revenue and what was included. Shelby Peary stated it covered any income that didn't fit into any of the other categories.
- Krista Price asked about the increase to the overnight fees' category from \$450,000 to \$500,000. Shelby Peary stated the increase was to account for the increase in our overnight fee rates.
- Krista Price asked about the decrease in the park payroll costs. Ted Lieurance stated that he has over budgeted the last couple of years and decided to cut 2 positions from the budget. Krista Price asked about the raises and if they were actually going to occur. Ted Lieurance stated that the intent was to give those raises as budgeted.
- Lynn Prag asked about the % increases for the salaried positions. Ted Lieurance stated that the Finance position was given a higher % increase to accommodate for expanding the Finance position to include full HR duties. Karen Pettigrew expressed concern about the amount of work the managers at the Rec Center will have if the HR duties are moved over to the Finance position. Ted Lieurance stated that there is no shortage of work for the managers. Lynn Prag stated she was not sure what the added HR duties would be from the advertised duties of the Finance Position.
- George Shimer mentioned that there was large difference in pay between the lifeguards and the park workers. Scott Green stated that due to revenue restraints lifeguards have been able to receive the same pay as the park employees.
- Krista Price asked Scott Green about this year's pool budget in comparison to last year's pool budget. Scott Green mentioned that his budget had been decreased to due cuts in personnel expenses and a planned decrease in hours of operations.
- Krista Price asked about the other grants for the pool and asked that a detailed list be added to explain the other grants amount. Krista Price also asked that the 2-line items for contract labor be clarified as to what each category contains.
- Karen Pettigrew asked for a confirmation of the decrease in the pool budget this year from last year.

Regular Board Meeting was called to order at 7:02pm.

Attendance: In Person: Board Members – Krista Price, George Shimer; Staff – Ted Lieurance, Scott Green, Shelby Peary; By ZOOM: Board Members – Lynn Prag, Karen Pettigrew, David Boor

Krista Price asked if there were any guests in attendance that needed to make public comment. No comments were made.

Shelby Percy presented the January 26, 2021 Board Meeting Minutes. Lynn Prag made a motion to approve the minutes as presented. George Shimer seconded that motion. Krista Price asked for vote – approval was passed unanimously.

Shelby Percy presented the amended Budget Calendar and gave a list of the previous years budget committee. The following people were listed as possible contacts for the budget committee: Maria Richards, Fire Chief Michael Hughes, and Adam Cole. George Shimer motioned that the Amended Budget Calendar be adopted as presented. Karen Pettigrew seconded the motion. Krista Price asked for a vote – approval was passed unanimously.

Shelby Percy presented the January 2021 financial reports:

- Capital Expenditures – updated with Pool Covers. Total cost was \$23,671.44. Check from Energy Trust was over \$22,000 and not the \$17,000 that was anticipated.
- Balance Sheets – currently not balancing out due to the transition from Cash Accounting to Accrual Based Accounting. Will be balanced after 2021 audit.
- Lynn Prag asked for a breakdown of the A/R and A/P accounts. Shelby Percy stated the A/R for the Park was for the Boat Dock loan and the funds due from the Rec Center. No payables for the Park. Payables for the Rec Center is funds due to the Park. No payables for the Rec Center.
- Unearned Revenue for the Park is currently \$280,172.72. Shelby Percy stated this is for Reservations that have not been completed. Rec Center unearned revenue is 23,761.25. This is for the annual memberships and 24-hour access not completed.
- Karen Pettigrew asked that notations be made on the financial statements to indicate grants.
- Shelby Percy stated that activity scans were increasing.
- Karen Pettigrew made a motion that the financial reports be accepted as presented George Shimer seconded that motion. Krista Price asked for a vote – approval was passed unanimously.

Old Business:

- **Park Employee Handbook**
 - Moved to March Meeting
- **Park Policy Handbook**
 - Moved to March Meeting

New Business:

- **Budget**
 - Karen Pettigrew mentioned adding a new phone system to the budget.
 - Karen Pettigrew asked for a wish list for the Park and Pool.
- **Recreation Center Sponsorships**
 - Shelby Percy stated that the 2021 billings have not gone out yet since the 2020 billings just went out in November.
 - George Shimer asked if there were any other items that need to be sponsored. Scott Green mentioned that the Climbing Wall and a Shade Covering could be sponsorship items.
- **Camera in Campground Booth**
 - Krista Price suggested getting a quote to have a camera installed in the Booth.

District Report – Ted Lieurance:

- State Marine Board has suggested submitting for a grant to cover the preliminary costs of the new boat dock and hiring a consultant to complete the paperwork for the Corp of Engineers.
- SDAO conference – Ted Lieurance and Shelby Percy attended 3-4 trainings each.
- Campground hot water heaters – both are leaking and need to be replaced. Both are original to the park and could cost approximately \$10,000 to replace both.

Recreation Report – Scott Green:

- Lighting for the parking lot at the rec center – Sheathing has started coming off during the wind storms. Ted Lieurance stated that the lighting needs to come out of the Park budget and the last quote was roughly \$17,000. Lynn Prag made a motion to approve new lighting for the Rec Center

parking lot. George Shimer seconded that motion. Krista Price asked for a vote – approval was passed unanimously.

- Lifeguards – Hermiston- Rec Center to train a portion of the Hermiston Lifeguards. This is will bring in additional income for re-certifications.
- Hours of Operation – Currently Sundays are closed. Scott Green proposes that the Rec Center remained closed on Sundays in the future to save on the budget and use Sunday as an open day for rentals, trainings, in-services, etc.

Other Business:

- **Morrow County Park Board:**

- Scott Green stated that his 4-year term for the Morrow County Park Board was going to expire in the next month and the Board needed to decide if they wanted to have a representative serve on the Morrow County Park Board and if so, who they wanted to be that representative.
- Karen Pettigrew made a motion that Scott Green remain the Boardman Park & Recreation District representative for the next 4-years. Lynn Prag seconded that motion. Krista Price asked for a vote – approval was passed unanimously.

Lynn Prag made a motion that the meeting be adjourned.

Meeting was adjourned at 8:27 pm.

Respectfully Submitted, _____
Shelby Percy, Secretary

Approved: Krista Price, Board Chair