

Boardman Park & Recreation District
Board Meeting Minutes
Tuesday, March 23, 2021 @ 7:00 pm
Held at Boardman Park & Recreation Main Office (Available on ZOOM)

Regular Board Meeting was called to order at 7:06pm.

Attendance: In person: Board Members – David Boor, Staff – Ted Lieurance, Scott Green, Shelby Percy, Guests – Michael Hughes; By ZOOM: Board Members – George Shimer, Karen Pettigrew, Guests – Norma Ayala, Blair Purcell, Dirk Dirksen,

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

Shelby Percy presented the February 23, 2021 Board Meeting Minutes. David Boor made a motion to approve the minutes as presented. Karen Pettigrew seconded that motion. George Shimer asked for vote – approval was passed unanimously.

Shelby Percy presented the February 2021 financial reports:

- George Shimer asked about the amount of Petty Cash for the park; if it was kept in a safe and locked up place and if that amount was necessary. Ted Lieurance stated that the amount of \$500 for park Petty Cash was necessary and it prevented giving company credit cards to unauthorized users. Karen Pettigrew agreed it was necessary and asked who reconciled the petty cash. Ted Lieurance stated that he reconciled the park petty cash and Scott Green reconciles the pool petty cash.
- George Shimer asked about the negative \$500 for cancellation fee income for the park. Shelby Percy stated it was due to cancellations and that she would look further into it. David Boor asked about fees to cancel and reserve online and suggested we look into raising those fees.
- A/R for the park is the boat dock lock and the A/P is the new cart that will come due in April.
- David Boor asked if memberships that were on hold had been made active yet. Scott Green stated that April 1st all memberships were set to come off of hold.
- A/R for the pool is the Boardman Food Memberships and no A/P for the pool. George Shimer asked if Boardman Foods was the only membership payments awaiting payment. Shelby Percy stated that all of the corporate memberships were on schedules and the only one that is billed is the Port of Morrow. George Shimer asked how many corporate membership accounts the rec center had and how they pay. Shelby Percy stated that there are a lot of corporate membership accounts, but majority of the patrons on those accounts pay for their memberships directly at the rec center. Scott Green stated he would like to see all corporate accounts go to a reoccurring payment option for their members.
- George Shimer asked about the Pure Water Aquatics transaction on the pool cash journal. Shelby Percy stated that was for the Pool Covers. Scott Green mentioned that Energy Trust originally stated they would cover 75% of the cost of the covers, but ended up covering 94% of the cost.
- David Boor made a motion that the financial reports be accepted as presented Karen Pettigrew seconded that motion. George Shimer asked for a vote – approval was passed unanimously.

Old Business:

- **Park Employee Handbook**
 - Moved to April Meeting
 - David Boor suggested that the Board have a Saturday work session. George Shimer requested that Shelby Percy send out an email to Board members for a date.
- **Park Policy Handbook**
 - Moved to April Meeting

New Business:

- **Appointment of Budget Committee**
 - Shelby Percy stated the list of Budget Committee Members as:
 - John Christy

- David Jones
 - Blair Purcell
 - Michael Hughes
 - Dirk Dirksen
- David Boor made a motion that the before listed persons be appointed as this year's budget committee. Karen Pettigrew seconded that motion. George Shimer asked for a vote – approval was passed unanimously.
- **New Website**
 - Shelby Percy presented the new combined website. George Shimer mentioned that some of the links do not work. Shelby Percy stated that a drone video of the all facilities managed by the District as well as new pictures of all the facilities.
 - Forms to be added to reserve gazebos and sport fields. Reservation will be placed on calendar. David Boor asked how far in advance reservations for fields will be opened up. Suggest that youth sports be made priority on field reservations.
 - George Shimer asked that the map of the Disk Golf Course be included on the website.
 - George Shimer suggested that updated Board Member and Staff Photos be done as soon as possible.

District Report – Ted Lieurance:

- George Shimer stated that our cost for the preliminary docs for the boat dock would be roughly \$18,000-\$19,000.

Recreation Report – Scott Green:

- Scott Green reported that the pool hours have now been extended to 6:30pm.
- Hermiston lifeguard recertifications are water-only. Hermiston will conduct their own land recertifications.
- April 19th water aerobics to start not March 19th
- Still short on lifeguards and still looking to hire
- Underwater easter egg hunt to have a swim with a mermaid and picture with a mermaid opportunity

Other Business:

- **Michael Hughes – Fire Chief Request**
 - Requested the opportunity to purchase 1 24HR Access pass to leave in the fire truck for 3 on duty fire fighters to use during afterhours. Firefighters are required to work out per work regs.
 - David Boor asked if we could offer a prorated fee of \$35 for a pass rather than the full \$50 since the whole fire dept. does have a corporate membership.
 - George Shimer stated that if we offered a discount that would need to be offered to everyone.
 - George Shimer asked if a % off the 24 HR access could be set up just like the memberships for corporate accounts.
 - Scott Green stated that the Boardman Police Department has 24 HR access cards to patrol the facility afterhours.
 - George Shimer suggests that 3 24 HR access passes be purchased and they will be assigned to Boardman Fire Department to be used only by the on-duty fire fighters. Rec Center to inform the fire chief if passes are used any other time.
- **List of Persons who have filed for Board Member Candidacy**
 - David Boor
 - Lynn Prag
 - Norma Ayala
 - Teiko Villegas
 - John Christy
 - Marie Cain
 - Michael Hughes

David Boor made a motion that the meeting be adjourned. Karen Pettigrew seconded that motion. George Shimer asked for a vote – approval passed unanimously.

Meeting was adjourned at 8:30 pm.

Respectfully Submitted, _____
Shelby Percy, Secretary

Approved: Krista Price, Board Chair