

**Boardman Park & Recreation District**  
**Board Meeting Minutes**  
**Tuesday, November 24, 2020 @ 7:00 pm**  
**Held at Boardman Marina Park Office (Available on ZOOM)**

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

Meeting was called to order at 7:02 pm.

Karen Pettigrew stated that Lynn Prag would not sworn in at this meeting and to place it on the agenda for January's meeting.

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

Shelby Percy presented the October 26th, 2020 Board Meeting Minutes. George Shimer made a request to correct his last name to Shimer from Price. George Shimer made a motion to approve the minutes with the correction. Karen Pettigrew seconded that motion. Krista Price asked for vote – approval was passed unanimously.

Shelby Percy presented the October 2020 financial report:

- Treasury Report with all bank balances presented. Shelby Percy stated the Boat Dock account was still showing on the report as a motion was not made at the October Meeting to close the account. George Shimer made a motion that the Boat Dock Banner Bank Checking account be closed and the funds be put towards the Boat Dock Loan from the General Fund. David Boor seconded that motion. Krista Price asked for a vote – approval was passed unanimously.
- Krista Price asked about that the Boat Dock loan amortization schedule become a part of the Treasury report. Shelby Percy stated she would have it for the next meeting.
- Karen Pettigrew made a motion to accept the financials as presented. George Shimer seconded that motion. Krista Price asked for vote – approval was passed unanimously.

Old Business:

- Park Employee Handbook-Presented for Approval
  - Karen Pettigrew stated the following sections needed to be review:
    - Page 3 – last paragraph – Board of Directors, District Manage/Director – who is Director?
      - Ted Lieurance stated the Director is Scott Green. Karen Pettigrew stated Scott Green has authority of the Rec Center but not the Marina.
    - Page 4 – Labor negotiations – Who is involved?
      - Ted Lieurance stated himself and Scott Green would conduct the labor negotiations
    - Page 4 – Hiring only those legal to work in the United States – review this part of the policy
    - Page 5 – ADA – review to make sure that everything we are doing is correct per policy
    - Page 6 – Driving Records – Does the insurance run driving records of our employees?
      - Shelby Percy stated yes, but we have to provide a list of approved drivers
    - Page 7 – Written notices - Do we plan to write written notices for everything stated in the handbook?
    - Page 8 – Full Time Hourly Non-Exempt & Part Time Hourly – review what they get for benefits
    - Page 9 – Employment of Relatives – married people & nepotism
    - Page 10 – Removal of Documents – Medical Records separate from Personnel Records
      - Krista Price asked that this section be review for wording on removal of documents regarding authority and what can be removed and document if items are removed.
    - Page 13 – Rest periods are a must – not may take
    - Page 14 – Per Diem – Per diem not paid, reword to say reimbursement up to \$55 per day
    - Page 15 – Change 1000 to 2000 hours or 1 year of employment for 457b plan
      - Vacation – Time – Salary & Full Time (Non-Exempt) change amount allowed to accrue and time frames for increases – don't allow to accrue – keep it as a use it or lose it.
    - Page 16 – Paid Holidays – Review paid holidays and remove comp time

- Page 16 & 17 - George Shimer asked about Veteran's Day and needed clarification
- Page 36 – Arbitration – Do we need to remove since we are not union?
- Page 43 – Drug Policy – Conduct Prohibited behavior “4 Hour Term” – Remove City's policy and replace with SDAO Policy??
- Page 44 – Marijuana still on Federal Offense list – Do we want to abide by that with marijuana being legal in Oregon?
  - Notification to supervisor of prescription drugs or over the counter drugs taken by employee
- Page 46 – Krista Price mentioned revision to Post Accident Testing to include or members
  - Karen Pettigrew asked about alcohol/drug assistance program for employees regarding section Drug and Alcohol Treatment
- Page 43-47 – David Boor request that SDAO advice be sought on Drug Policy and language allowed
- Page 47 – Correct misspelled word of “rug” to drug
  - Last Change Agreement – Karen Pettigrew to share City's Last Chance Agreement form. Krista Price, George Shimer, and Karen Pettigrew recommend to remove this language from the policy
- Page 48 – Clarification on what is allowed for jewelry
- Page 51 – Blood Borne Pathogens – Per Ted Lieurance – Park needs sharps containers or red bags. Pool to install sharps containers in locker rooms and private bathrooms???
- Page 55 – Krista Price mentioned the section regarding notifications for layoffs. Asked if letters were given to Rec Center employees regarding recent layoff. Scott Green stated that the letters had been written, but not given to employees due the employees already being aware of the layoff. Krista Price stated that written notices needed to be given.
  - Resolution 2020-005 to Approve – Add to the January agenda
- Park Policy Handbook – Discussions of Sections
  - Ted Lieurance stated that this was sent over as an example for what is included in the SDAO Policy Handbook. He also stated that it will take some time to be gone through and adapted to our District. Once sections are completed, they will be sent to the board for review and approval.

New Business:

- Resolution 2020-006 To Change Bank Signers
  - Resolution needs to be corrected to say “any two of the following directors or one director and one of the following employees”. Add to January agenda for approval
- Rec Center Memberships – Scott Green / Shelby Percy
  - Scott Green stated that the Rec Center is coming up on the 1-year mark for placing memberships on hold due to first COVID closure. It has been found that members are not taking their memberships off of optional hold due to unavailability of 24 HR Access. Recommended that option 3 be allowed to restart memberships currently on hold as of January 1<sup>st</sup> and reopen 24 HR Access.
  - George Shimer, David Boor, and Krista Price all agreed that option 3 was acceptable once the Rec Center is able to reopen to levels prior to 2 weeks pause.

District Report – Ted Lieurance:

- Ted Lieurance stated that 18 platforms have been put together and are almost ready to install for the Disk Golf Course.
- Fire Dept inspections are to be done every year.

Recreation Report – Scott Green:

- Scott Green stated that once the Rec Center is able to reopen the plan is to put on a couple of Corn Hole and Pickle Ball Tournaments since these activities can be conducted while social distancing.

Other Business:

George Shimer made a motion to adjourn the meeting. David Boor seconded the motion.

Meeting was adjourned at 9:41 pm.

Respectfully Submitted, \_\_\_\_\_  
Shelby Percy, Secretary

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Approved: Krista Price, Board Chair