**Boardman Park & Recreation District**

**Board Meeting Minutes**

**Tuesday, April 27, 2020 @ 7:00 pm**

**Boardman Marina Park Office (Available on ZOOM)**

**Attendance**:In Person: Board Members- Krista Price, George Shimer, David Boor, Lynn Prag; Staff: Ted Lieurance, Shelby Pearcy, Scott Green; Budget Committee Members: John Christy, Michael Hughes; By ZOOM: Board Members: Karen Pettigrew, Budget Committee Members: Dirk Dirksen; Guests: Marie Cain. Budget Committee Members Absent: David Jones, Blair Purcell.

Meeting was called to order at 7:02 pm.

Krista Price adjourned the regular board meeting to convene the FY 2021-2022 Budget Committee.

* Krista Price asked for nominations for the Budget Committee Chair. George Shimer motioned to nominate Dirk Dirksen as Budget Committee Chair. David Boor seconded the motion. Krista Price asked for a vote – approval was passed unanimously.
* Dirk Dirksen called the Budget Committee Meeting to order at 7:04 pm.
* Dirk Dirksen asked Budget Officer Shelby Pearcy to present the proposed budget. Shelby Pearcy presented the proposed FY 2021-2022 budget.
* Lynn Prag stated the date is incorrect on the top of the sheet and needs to be corrected.
* Karen Pettigrew stated that a full time Park Maintenance person and a replacement for Ted need to be budgeted for. Ted Lieurance stated a full time Park/Aquatic Maintenance person was included in the budget.
* Michael Hughes asked about the Capital Outlay breakdown. Shelby Pearcy stated the breakdown for park capital outlay was on Page 9 of the budget packet.
* George Shimer asked about the ODOT contract being $12,000 and how long it had been at the amount. Ted Lieurance stated the rate has been the same since we started maintaining the off ramps. Karen Pettigrew stated all other off ramps have rock due to the governor’s order and the park and city have an agreement with ODOT to keep the grass. The city pays for the water and the park keeps the maintenance contract as is. If the contract is changed, the grass will be pulled out and rock will be put in.
* David Boor asked about the Tribal contract. Ted Lieurance stated the Tribes are billed by the hour for maintenance of the tribal lands.
* Lynn Prag asked about the Boat Dock grant. Shelby Pearcy stated it was listed in the State Marine Grant category.
* George Shimer stated there was a large increase in the Miscellaneous Income on the recreation center. Shelby Pearcy stated that the Miscellaneous category included all the rentals, lifeguard trainings, concessions, aquatic merchandise sales, miscellaneous donations and all other resources that do not fit in another category. Shelby Pearcy stated that adjustments were made to reflect what we could bring in.
* Lynn Prag asked to confirm the transfer to Debt Service is to cover the BEO Loan. Shelby Pearcy stated that was correct.
* Krista Price asked about the janitorial supplies and janitorial labor. Scott Green stated the contract labor for janitorial services was listed under contract labor.
* Lynn Prag asked about the Debt Issuance costs. Shelby Pearcy stated that the Debt Issuance Costs were budgeted for last year, but it was not enough, and it needed to be budgeted again this year. Lynn Prag also stated that dates needed to be checked in the whole budget packet.
* Lynn Prag stated the transfers for the equipment and park expansion funds for this year had not been completed and the budget needed to be increased to include the transfers or spend the funds before they are transferred.
* Lynn Prag stated the Capital Outlay for the Boat Dock Loan should be a Debt Service item.
* Lynn Prag made a motion to approve the FY 2021-2022 Budget as proposed with the minor changes suggested. David Boor seconded that motion. Dirk Dirksen asked for a vote – approval passed with 7 yays and 1 nay.
* Dirk Dirksen adjoined the Budget Committee meeting at 7:41pm.

Krista Price reconvened the regular board meeting at 7:42 pm.

Shelby Pearcy presented the March 23, 2021 Board Meeting Minutes. Lynn Prag stated the absent board members needed to be added to the attendance of the meeting minutes. George Shimer made a motion to approve the minutes as presented. David Boor seconded that motion. Krista Price asked for vote – approval was passed unanimously.

Shelby Pearcy presented the April 5, 2021 Board Workshop Minutes. Lynn Prag made a motion to approve the minutes as presented. George Shimer seconded the motion. Krista Price asked for vote – approval was passed unanimously.

Shelby Pearcy presented the March 2021 financial report:

* Krista Price asked that dates be added to the Boat Dock amortization schedule for the payments.
* George Shimer requested that pages #s be added to the bottom of the board packet pages.
* Krista Price asked about the BCDA A/R fees and asked for clarification on if it was grant funds or was due to the Park. Shelby Pearcy stated it was due to the park for funds that were expended on the Disc Golf course per Torrie Griggs of BCDA.
* George Shimer asked for clarification on a third paycheck for Imelda Gonzalez. Shelby Pearcy stated it was because of the change in the minimum allowed salary for a salary exempt employee that was put in place on January 1, 2020.
* Lynn Prag made a motion that the March 2021 financial report be accepted as presented. David Boor seconded that motion. Krista Price asked for a vote – approval was passed with 4 yays and 1 nay.

**Old Business:**

* Park Employee Handbook:
  + Krista Price asked for clarification on the sick leave accrual. David Boor stated an adjustment had to be made in order to top out at 8 days by the 10th year of employment.
  + David Boor made a motion to approve the employee handbook through Resolution 2021-002. Lynn Prag seconded the motion. Krista Price asked for a role call vote. Lynn Prag – Yay, David Boor – Yay, Karen Pettigrew-Yay, George Shimer-Nay, Krista Price-Nay.
* Phone System:
  + Krista Price asked about the updates to be done on the Phone System. Scott Green stated Derek from Unitech suggested a repeater be placed on the water tower to help with the phone system for the Park as Fiber Optic is too costly.
  + Lynn Prag asked who would be asking for permission from the City to place a repeater on the water tower. Scott Green stated he would follow up with the City and Derek at Unitech to get something started.
* Disc Golf Liability Insurance:
  + Krista Price asked if the Disc Golf was ever added to our liability insurance and if the park would be liable for damages caused by rogue discs. Shelby Pearcy stated she was still waiting to hear back from Michelle and Wheatland and would check back in with her.
* Fire Department – POM Memberships:
  + Krista Price asked if anyone was concerned with the Fire Department membership being under the POM memberships. George Shimer stated he had an issue with it and it was not right.
  + Scott Green stated that the Rec Center was trying to build membership numbers back up and it was better to have $20 than $0.

**New Business**:

* Pavilion & Gazebo Rental Fees & Cleaning Deposits:
  + Ted Lieurance recommended raising our current rental fees of $25 to $75 for the day.
  + George Shimer stated that we needed to include a damages “up to” amount as well. It was recommended to have a statement added to the rental agreement stating fees up tot $2000 would be assessed for any damages caused during the rental of the facility.
  + George Shimer made a motion that the rental fees for the Pavilions and Gazebos be increased to $75 per day. David Boor seconded that motion. Krista Price asked for a vote – approval was passed unanimously.

**District Report – Ted Lieurance:**

* Krista Price asked about cameras in the Booth. Ted Lieurance stated that 2 cameras had been placed in the booth. Krista Price asked if employees had to sign a waiver when they were hired stating they are aware that they are being videoed.
  + Karen Pettigrew stated that a form would need to be part of the hiring packet.
  + Ted Lieurance stated that we would need to type one up and have the employees sign them.
* Krista Price asked about the Online Reservation and its ease of use. Ted Lieurance stated that at first it can be difficult to use, but it is easy once you use. Shelby Pearcy brought up the online reservations and showed it to the board to better explain how the online reservations work.
* Light Poles at the Rec Center are to be replaced the first week of May.
* Disc Golf – The Corp of Engineers has seen the Disc Golf Course and took pictures. They asked who installed it and stated a couple of the holes are on Bureau of Indian Affairs land and it would need to be coordinated with them to keep those holes in place. Stated not to do anymore on the course until it passes the regulatory branch.
* Surplus items:
  + 1994 Toro Workman Cart
  + 2011 Toro Grand Master Mower
  + Fitness Equipment – Weight Machine – 5 Stations
  + Bicycles
    - 2 Tandems
    - 1 Recumbent
    - 11 Regular Bikes
  + Karen Pettigrew suggested a minimum bid be placed on the Cart, Mower, and Fitness Equipment and that offers, or prices be placed on the bicycles.
  + David Boor made a motion to place the items mentioned by Ted Lieurance as surplus items and sold. Lynn Prag seconded that motion. Krista Price asked for a vote – approval passed unanimously.
  + It was advised that the items be advertised on Facebook and in the North Morrow Times.

**Recreation Report – Scott Green:**

* Indoor contact sports are now allowed with masks being worn.
* Water aerobics to restart with roughly 15 people in the class.
* Replacing all soap dispensers with handsfree as old ones are falling apart. Ted Lieurance stated he would like to also replace soap dispensers in the campground with handsfree dispensers.
* School District funding for Funtastic Kidz program unknown at this time. May have additional funding for other programs as well.

**Other Business:**

George Shimer made a motion that the meeting be adjourned. Lynn Prag seconded that motion. Krista Price asked for a vote – approval was passed unanimously.

Meeting was adjourned at 9:09 pm.

Respectfully Submitted, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shelby Pearcy, Secretary

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Approved: Krista Price, Board Chair