

**Boardman Park & Recreation District
Board Meeting Minutes
Tuesday, August 24, 2021 @ 6:00 pm
Marina Park & Campground Tour @ 5pm
Held at Boardman Park & Recreation District Main Office (Available on ZOOM)**

Attendance: In Person: Board Members- David Boor, George Shimer, Krista Price, Norma Ayala, John Christy;
Staff: Ted Lieurance, Shelby Percy, Scott Green; Guests: Dave Cooley, Karen Pettigrew; By
ZOOM: NONE

Regular Meeting was called to order at 6:12pm pm.

Krista Price asked the guests present to introduce themselves and asked for comments.

- Dave Cooley of the Irrigon Park District asked to speak. He mentioned that Irrigon was having difficulty with the out of state boaters using the marina and boat dock. Their solution was to implement a usage fee for all of out state boaters. He asked for the Boardman Park & Recreation District's thoughts on this and wanted to know if the district had thought about doing the same.
- Ted Lieurance stated that Boardman hasn't had any issues with the out of state boaters with the parking lot and marina having a larger capacity than Irrigon. He also stated that the district receives MAP funding from the State Marine Board and charging a fee could potentially harm this funding source.
- Krista Price mentioned that the Board had discussed charging a fee last summer and had decided against it due to not wanting to enforce it and losing out on funding.
- George Shimer asked how the Irrigon Park District plans to enforce this fee.
- Dave Cooley stated the fee will be enforced by the Morrow County Sheriff's Office (MCSO) through a partnership. The Irrigon Park District will set up an Iron Ranger near the boat ramp and have fee envelopes with detachable dash slips. Slips are to be placed on out of state boater's dashes and MCSO will monitor to make sure this is happening. He also stated that the Irrigon Park District had looked into the possibility of losing out on funding and they found that up to a \$5 fee could be charged before grant funding was lost.
- George Shimer stated he had done a study last summer and Boardman was only seeing 50% of their boaters were from out of state. Ted Lieurance suggested that the Irrigon Park District charge the fee and send the boaters our way.
- John Christy thanked Dave Cooley for giving the Boardman Park & Recreation District a heads up.
- Karen Pettigrew thanked the board for the nice dedication and renaming of the Gazebo in honor of her service. She also mentioned that BCDA is replacing the basketball courts at the Marina Park and the City Park.

David Boor made a motion to approve the meeting agenda as written. John Christy seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for a vote – approval was passed unanimously.

Shelby Percy presented the July 27, 2021, Board Meeting Minutes. David Boor made a motion to approve the minutes as presented. George Shimer seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for vote – approval was passed unanimously.

Shelby Percy presented the July 2021 financial report:

- Boat Dock loan payment - \$952.04 still due with 1 annual moorage still outstanding of \$1200.00 – Ted Lieurance to contact him for payment and/or ask for removal of his boat.
- Krista Price asked about the unearned revenue fees for Pool. Shelby Percy stated that was memberships fees that have been collected but not earned.
- George Shimer made a motion that the financials be approved as presented. Norma Ayala seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for a vote – approval was passed unanimously.

Old Business:

- Youth Sports – Recreation Coordinator Responsibilities:
 - George Shimer mentioned that he had spoken with Luis Campos and he stated that youth soccer does not utilize the Recreation Coordinator for registrations and/or facility coordination. He also

stated the purpose of the Recreation Coordinator position was to be the “hub” for youth sports to contact for facility use and coordination.

- Norma Ayala stated as the President for Pirate Youth Futbol, she would need to be convinced as to why her program should utilize the District Recreation Coordinator’s services
- John Christy stated the Rec Center should be seen as the main hub for registrations, insurance, and facility coordination.
- Krista Price stated the board wanted a plan put together regarding how this would look. She also stated the board wanted to see promotion of partnerships with the youth groups and progressive forward movement.
- George Shimer directed Scott Green to direct the Recreation Coordinator to speak with the groups
- David Boor suggested having a discussion with the school district regarding use of facility and who has priority over the facility during the year.
- **Reminder of Complaint Policy Chain of Command:**
 - Krista Price stated just a reminder that all complaints that come to a board member should be directed to Ted Lieurance for the Park or Scott Green for the Rec Center as part of the Chain of Command. Board members should not feel like they need to be the enforcer and complaints should be referred on to the appropriate person.
 - Krista Price also stated that big issues do need to be passed on to the board as a heads up.

New Business:

- **Recap of SDAO Training:**
 - Krista Price stated she found the training to be very interesting and highly recommended that George Shimer and John Christy attend this course.
 - Krista Price also mentioned that the district should consider having an attorney on retainer
 - David Boor stated his biggest take away from the training was the need for District policies. He also recommended reaching out to SDAO to hire someone to help create the policy handbook.
- **Recap of Audit**
 - Shelby Percy stated that the audit went smoothly and no major infractions, but there are a couple of small ones that come up every year.
 - First one was that the auditor does both our audit and issues our financial statements. This is considered a weakness and eventually we will need to either hire a separate auditor and CPA to do our financial statements or start issuing our financial statements in house.
 - Second one was regarding Capital expenditures. All capital expenditures over \$5,000 must have 3 quotes with an explanation as to why the item was chosen. If 3 quotes are not present a memo stating, why the quotes aren’t present and why that item was chosen must be present.
 - 2 samples of credit card statements were chosen, and both had 1 missing receipt. This is considered insufficient information to support the expenditure and explanation of the expenditure is not sufficient.
 - Recommendation to start budgeting for the Pool to repay the Park and clear up the Accounts Receivable and Accounts Payable between the Park and the Pool.
 - David Boor asked why the Park and Pool are separate funds. Shelby Percy stated it is because of the type of funds they are classified as. The Park is considered a propriety fund that can support itself, while the Pool is a governmental fund that is considered as operating on property taxes even though the districts property taxes do not support the rec center.

District Report – Ted Lieurance:

- Scott Green to get with Ted Lieurance to GPS all of the sprinklers and valves
- George Shimer requested that signs with park hours be placed at all of the parks that the district manages.
- George Shimer also requested that a wish list of items that Ted Lieurance would like to have purchased, replaced and/or improved upon be placed on the District Report. John Christy mentioned this list should be kept on the report as an ongoing reminder for the board.

Recreation Report – Scott Green:

- Lifeguard tested positive for COVID after giving private swim lessons. May result in other lifeguards testing positive as well. Has left the Rec Center short staffed due to quarantine requirements.
- Norma Ayala asked about filling the Recreation Coordinator position. Scott Green mentioned they were still accepting applications. Norma Ayala asked the board to consider changing the policy of having an employee as a board member as she was interested in applying or the position. Krista Price stated she felt it was

conflict of interest to have a paid employee on the board and would not agree to change the policy. George Shimer stated he felt the same. John Christy stated he would have to think on it and David Boor did not have a comment.

Other Business:

George Shimer made a motion that the meeting be adjourned.

Meeting was adjourned at 8:10 pm.

Respectfully Submitted, _____
Shelby Percy, Secretary

Approved: Krista Price, Board Chair