

Boardman Park & Recreation District
Board Meeting Minutes
Tuesday, October 26, 2021 @ 6:00 pm
Held at Boardman Park & Recreation District Main Office (Available on ZOOM)

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

Regular Meeting was called to order at 6:00 pm.

Krista Price asked if there were any changes recommended for the agenda. Scott Green requested that Winter Operation Hours be added to the agenda. David Boor also requested the addition of SDAO Consultant be added to the agenda. John Christy made a motion that the agenda be approved with the requested changes. David Boor seconded that motion. Krista Price asked for a vote – approval was passed unanimously.

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

- Luis Campos – Just there to listen

Shelby Percy presented the September 28, 2021, Board Meeting Minutes. John Christy mentioned the word mirage needed to be changed to moorage. David Boor made a motion to approve the minutes with the correction. John Christy seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for vote – approval was passed unanimously.

Shelby Percy presented the September 2021 financial report:

- Boat Dock loan payment – full payment will be paid once the transfer of fees for October has been made - still due with 1 annual moorage still outstanding of \$1200.00.
- Krista Price asked about the program expense on the pool statement of revenue and expenditures. Shelby Percy stated those expenses were for summer rec and all the youth programs that the rec center has been conducting this year.
- Norma Ayala made a motion that the financials be approved as presented. David Boor seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for a vote – approval was passed unanimously.

Old Business:

- District Policies Update – Tabled as a Winter Project:
- Irrigation GPS Update – Tabled as a Winter Project:
- Youth Sports Update:
 - Scott Green reported the Software purchased had been a good choice. He also stated that Tessa is working on a letter to the organizations detailing the partnership and the expectations the district has.
 - Norma Ayala asked if the program will be available in other languages, namely Spanish. Scott Green stated that the program will not be available in other languages. She also asked about the \$50,000 donation that BCDA gives to the district annually. Shelby Percy stated that the original agreement with BCDA was for the \$50,000 to do towards paying for the Facility Director's wages, not recreation as BCDA has stated.
 - Scott Green also mentioned that he plans to make it a requirement that all youth sports using the partnership, list the district as a sponsor of the program for the free services they will be receiving from the partnership. John Christy recommended have a set saying that we make a part of the sponsorship logo requirement.

New Business:

- Election of Officers – Krista Price:

- Shelby Percy read an excerpt from the 1994 Board Policies, stating that the elections are to be held in November of odd numbered years with the new officers taking office in January of the next even numbered year. Officers are to remain in office for a 2-year time period and cannot serve more than 2 consecutive terms.
- Krista Price stated that to get on track with what our policies say, we will need to hold an election during the November meeting and requested that it be added to our November meeting agenda.
- David Boor mentioned wanting to change the election month.
- Board Bylaws/Policies – John Christy:
 - John Christy mentioned that he would like to make this a priority. He also stated that we should ask SDAO if they have a template of bylaws that can be used.
 - Scott Green mentioned that he would reach out to other Park Districts to see if we could get a copy of theirs as guide. Krista Price requested that Scott Green had a copy for review by the November board meeting.
 - David Boor recommended sending the bylaws to SDAO for review once we have written the bylaws.
- District Manager Job Description – Ted Lieurance:
 - The board reviewed the job description and asked that the CDL and backflow requirements be removed but add grant writing to the essential duties.
 - Norma Ayala mentioned having a public meet and greet with the candidates for the position.
 - John Christy mentioned revisiting this at the November meeting.
 - Shelby Percy mentioned that a workshop may be needed to complete the job description. Workshop set for November 9, 2021 @ 5:30pm. Workshop to be 1 hour long with pizza served for dinner. Workshop to be open to the public with no public comment accepted. Krista Price asked that an email reminder be sent to the board on Monday.
 - Scott Green asked if the workshop is for board and staff or board only. John Christy mentioned that he felt Ted Lieurance and Shelby Percy were okay to attend and give input. Scott Green was okay to attend but not give input as it could be construed as a conflict of interest if he intended to apply for the position of District Manager.
- SDAO Consulting – David Boor:
 - David Boor recommended contacting SDAO Consulting for use in the hiring of the new District Manager position. Krista Price mentioned that she felt the District HR could handle this task and only wanted to utilize SDAO for their advertising. She asked for other board member's input.
 - Krista Price also asked if the board was wanting to restructure the District Manager position. It was decided that these items would be discussed at the workshop.
 - Krista Price mentioned that she would contact SDAO for further details.
- Winter Operation Hours – Scott Green:
 - Scott Green reported that due to a lack of employees and participation in the early morning classes, he felt it necessary to adjust the rec center hours to new winter operation hours. He proposed new hours of Monday-Friday 7am-8pm, and Saturday 11a-8pm.
 - Scott Green mentioned that this will affect the rec center's early morning classes and he is working with the instructors on this. Krista Price stated that the early morning opening was only on a trial basis and depended on the attendance of the classes.
 - The board agreed with Scott Green's recommendation to adjust the rec center hours for the winter.

District Report – Ted Lieurance:

- Ted Lieurance reported that he has been working on all the requirements for our yearly 10% discount on our insurance rates. He currently has 1 item left to complete.
- Norma Ayala asked if we charged a rental fee for the disk golf tournament. Ted Lieurance stated that we did not but may want to think about doing that in the future.
- Krista Price mentioned that she will reach out to Pendleton to ask about their Disk Golf Course rental fees.
- Shelby Percy was instructed to contact Michelle at Wheatland insurance to inquire about possible liability if the district was to charge a rental fee on the disk golf course.
- Shelby Percy added that the campground is completely full this winter except for Circle C.

Recreation Report – Scott Green:

- Scott Green reported that swim lessons will be starting up soon and it looked like the classes would be full. He also stated that jr. swim club would be starting again with the pool manager being the instructor.
- Norma Ayala asked about the age to start swim club. Shelby Percy stated it was for age 10+ and the child had to have passed a level 4 swim level test.
- Krista Price mentioned that she was happy to see the rec center was doing more kids craft activities.
- Shelby Percy mentioned that different marketing needs to happen to get the word out for our activities. Scott Green mentioned that flyers and posters went to the schools. John Christy mentioned that he liked the idea of a quarterly flyer in the mailbox.

Other Business:

David Boor made a motion that the meeting be adjourned. Norma Ayala seconded that motion.

Meeting was adjourned at 7:56 pm.

Respectfully Submitted, _____
Shelby Percy, Secretary

Approved: Krista Price, Board Chair