

Boardman Park & Recreation District
Board Meeting Minutes
Tuesday, January 25, 2022 @ 6:00 pm
Held at Boardman Park & Recreation District Main Office (Available on ZOOM)

Attendance: In Person: Board Members- John Christy, David Boor, Krista Price, George Shimer, Norma Ayala; Staff: Ted Lieurance, Shelby Pearcy, Craig Appel; Guests: Karen Pettigrew, Teiko Villegas, Luis Campos; By ZOOM: Tessa Carroll, Bob Keefer - SDAO
Board Members Absent: NONE

Regular Meeting was called to order at 6:01 pm.

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

- Luis Campos – Just there to listen
- Teiko Villegas – new rec center manager to start on January 26, 2022
- Karen Pettigrew – prior board member – speaking on CREZ funds

Krista Price asked if there were any changes recommended for the agenda. Krista Price asked that mask requirements at rec center, manager's reports – employees at meetings, and drug use in the campground be added to the other business category. Norma Ayala asked that customer service issues be added to other business category as well. George Shimer asked that board etiquette be added to the other business. George Shimer 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.

Shelby Pearcy presented the November 23, 2021, Board Meeting Minutes. Krista Price asked for corrections to the minutes. David Boor made a motion to approve the minutes as presented. John Christy seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for vote – approval was passed unanimously.

Shelby Pearcy presented the December 1, 2021, Board Workshop Minutes. Krista Price asked for corrections to the 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 Pearcy presented the November and December 2021 financial reports:

- George Shimer asked about the difference in the CREZ funds on the park. Shelby Pearcy stated that last year the CREZ funds were deposited in the park by accident rather than the pool.
- David Boor 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:

- District Policies Update – Tabled as a Winter Project: Shelby Pearcy reports she has copies of other park and recreation district's policies and will start looking over to see what our district can use.
- Irrigation GPS Update – Tabled as a Winter Project: - Craig Appel reported that Dude Solutions was in the process of being completed and that the GIS data to geo tag valves was being prepared. Process is set to start mid-February with system going live beginning of March.
- SDAO Consultant Services Update – Bob Keefer
 - Krista Price turned the meeting over to Bob Keefer
 - Bob Keefer reported that he would be submitting 12 completed applications to the board members and each board member was to rank their choice of the top 5 applicants. The rankings are to be submitted back to Bob Keefer by 12pm on 2/7/2022. Bob Keefer to be present in person for the 2/8/2022 executive session at 4:30pm to discuss the compiled list of ranked applicants. Tentative date for in person interviews to be 3/7/2022.

- Board Bylaws/Policies
 - Norma Ayala reported that she will review the current bylaws and report back to the board.
- Employee Background Checks
 - Shelby Pearcy presented the board with a template of a policy from SDAO to the board. The board is to review and discuss at the February meeting.

New Business:

- Approval of Budget Calendar – Shelby Pearcy
 - David Boor made a motion to approve the budget calendar as presented. John Christy seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for a vote – approval was passed unanimously.
- Corp of Engineers – Lease Update – Shelby Pearcy
 - Shelby Pearcy reported that she had reached out to the Corp of Engineers for clarification on our lease and to ask about questions regarding the lease renewal. The current 25-year lease expires in 2025. She stated that she explained the situation with the park wanting to expand the campground and needing to be able to apply for grant funds and that a 25-year lease would not be sufficient to for this task. She reported that the conversation has been started with the Corp of Engineers to request a 50-year or longer lease upon renewal and that the consideration of this as well as the expansion will be considered together.
- CREZ Funds – Karen Pettigrew
 - Karen Pettigrew handed out a map of the district, morrow county assessor sheets, and CREZ II breakdown. All funds that the district receives is coming from CREZ II. CREZ III has not be established yet. Boardman CREZ funds are to decrease by 5-10% per year per the assessor, but property taxes will increase. Keep in mind for budget and contact Mike Gorman for estimate on taxes for next fiscal year.
 - Karen Pettigrew also mentioned that the district needs to reach out to Umatilla Electric to get on their list for estimates of cost for more power to the campground for the expansion as the power at the park is “tapped out”. The board directed Ted Lieurance to call Umatilla Electric.
- Projected Recreation Center Income/Loss
 - Shelby Pearcy presented the forecasted figures for the recreation center and stated that at the current rate of spending the recreation center would be at a loss of approximately \$192,500.
 - Krista Price asked for the forecast for the park. Shelby Pearcy stated she did not have those figures. Ted Lieurance reported that he expects the park to profit \$600,000 this year.
 - Krista Price asked the board members to keep in mind that even if the rec center is at a lost the park will have a profit and there are funds to cover the rec center.
- Possible Youth Center – Shelby Pearcy
 - Shelby Pearcy presented a packet to the board members regarding space at the current fire station that will be up for lease. She stated that she was seeking approval from the board to approach the fire board for use of that space for a youth center or additional recreation space for the park district.
 - All board members voiced approval to proceed with approaching the fire board for use of space for the park district.
- Peloton Proposal – Shelby Pearcy
 - Shelby Pearcy presented the board with a packet for Peloton Commercial Bikes. The proposal was for 8 bikes, a TV with mounting kit for the aerobics room, bike mats, assembly and delivery fees, and 1 year of peloton subscription per bike. George Shimer made a motion to approve the purchase of the items listed on the Peloton proposal. Norma Ayala seconded that motion. Krista Price asked for discussion. David Boor stated that he felt we needed to spend money to make money. Krista Price asked for a vote – approval passed unanimously.
 - John Christy requested that the arrival of Peloton be broadcasted everywhere to build the excitement.

District Report – Ted Lieurance:

- Ted Lieurance reported that the inside of the restrooms has been painted an off white and that tile floors in the men's side and the shower walls in the women's side are being replaced.

Maintenance Report – Craig Appel:

- David Boor mentioned that the lockers in the locker rooms are not being cleaned out.
- John Christy directed Ted Lieurance to check in with his managers that the janitorial issue has been addressed.
- Krista Price asked about the ADA entrance issue. John Christy mentioned that Nolan Door from Hermiston can get a quote for repair.

Recreation Report – Tessa Carroll:

- David Boor asked if drinks are sold at the front desk. Tessa Carroll mentioned that Craig Appel had been talking about a larger concession stand. David Boor asked about vending machines. Tessa Carroll stated that Pepsi had contacted the rec center in the 2nd year of operation. David Boor mentioned we need to look at this option again.

Other Business:

- Mask Requirements at the Rec Center
 - Krista Price asked what the requirements were for wearing masks at the rec center? Tessa Carroll reported that the rec center is following the mandates of posting signs, asking patrons to wear masks, and giving out masks.
 - Board was in agreeance to follow mandates.
- Managers Reports – Employees at Meetings
 - Krista Price asked if the board wanted to have all the managers to come to the board meetings to give their reports.
 - David Boor stated that if the reports were submitted a week prior to the board meeting, the board would have the opportunity to ask questions and the district manager can pass those answers on to the board.
- Drug Use in Campground
 - Krista Price stated that the district has a no tolerance policy for drug use in the park and that it was brought to her attention that some of the tenants of the campground were found doing drugs out in the open in the campground.
 - Ted Lieurance stated that he was aware and when people are found to be doing that they are asked to leave. Craig Appel stated that the campground manager had given a notice to the tenants that have been causing these issues and they were notified that their rent would not be renewed beyond January 31, 2022.
- Customer Service Issues
 - Norma Ayala stated that when she called the campground booth she was hung up on and did not receive a goodbye when speaking on the phone and the rec center front desk staff are not greeting customers upon entry and exiting the facility.
 - Krista Price recommended customer service training and reminders for our employees.
- Board Etiquette
 - George Shimer stated that when a board member receives a complaint from the public, the board members are not to step in. Ted Lieurance should be contacted and at no time should a board member call an employee regarding a complaint.

George Shimer made a motion that the meeting be adjourned.

Meeting was adjourned at 8:44 pm.

Respectfully Submitted, _____
Shelby Percy, Secretary

Approved: Krista Price, Board Chair