

Boardman Park & Recreation District
Board Meeting Minutes
Tuesday, November 23, 2021 @ 6:00 pm
Held at Boardman Park & Recreation District Main Office (Available on ZOOM)

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

Regular Meeting was called to order at 6:02 pm.

Krista Price asked if there were any changes recommended for the agenda. Krista Price asked that Reminders of upcoming meetings and Minors on 24-hour access be added to the Other Business Category. George Shimer asked that the District Manager Workshop be added to the Old Business Category. David Boor made a motion that the agenda be approved with the requested changes. Norma Ayala 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 October 26, 2021, Board Meeting Minutes. Krista Price mentioned that the word “work” needed to be corrected to “word”. David Boor made a motion to approve the minutes with the correction. Norma Ayala seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for vote – approval was passed unanimously.

Shelby Percy presented the November 9, 2021, Board Workshop 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 a vote – approval was passed unanimously.

Shelby Percy presented the November 15, 2021, Board Special Meeting Minutes. Norma Ayala made a motion to approve the minutes as presented. David Boor seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for a vote – approval was passed unanimously.

Shelby Percy presented the October 2021 financial report:

- Zion Bank wire notification presented.
- Morrow County Treasurer report showing the anticipated amount of property taxes to be received - \$505,409.70.
- Krista Price asked about if the funds from the school district was included in the revenue for the pool. Shelby Percy stated it was and that when comparing this year’s revenue to last year’s revenue, the covid funds received was going to skew the reports and make it look like the district was at a large loss.
- 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: - Ted reported he would complete this in December – Shelby to Purchase GPS
- Youth Sports Update: - Reminder of December 1st Workshop Meeting with BCDA
- District Manager Workshop
 - Krista Price reported that following updates needed to be made to the job announcement Bob Keefer had previously sent over: 12 Days’ Vacation, 9 Paid Holidays, and Board Member names updated.

- George Shimer mentioned he wanted to clarify what he was trying to present in the workshop was a restructure of the organization not an added position. He requested that the board move forward with a CEO type position that contained no maintenance and focused on funding and grants. He stated that the maintenance position should have the manager's house as that position will be the person on call for maintenance calls, not the CEO.
- David Boor asked why the Recreation Facility Manager salary was as much as District Manager. Krista Price stated that the wage would be negotiable.
- Ted Lieurance stated that the new person would be in charge of all aspects of the new boat dock
- SDAO Consultant Services Update – Bob Keefer & Shanta Carter
 - Krista Price turned the meeting over to Bob Keefer
 - Bob Keefer reported that Shanta Carter is the Assistant Consultant and Bob Keefer would be the Lead Consultant. He also stated that he had sent over a posting summary and needed a job description for the current district manager position.
 - Krista Price stated that she liked the posting summary. The rest of the board members were in agreement.
 - Bob Keefer asked for clarification on the education and experience section. He also requested that Shelby Percy post the job announcement to the district website and possibly get a video of the manager house if it is to stay with the District Manager position as a benefit.
 - Bob Keefer stated he hopes to receive 10 qualified candidates. He would then work with the board to narrow it down to 3-5 candidates that would be interviewed. He preferred Monday or Fridays as interview days.
 - George Shimer asked Bob Keefer about his thoughts on the pay scale. Bob Keefer stated that he felt the pay scale was too low without the house as an added benefit.
 - Krista Price and Norma Ayala stated that they would be in contact with Bob Keefer and Shanta Carter for final job description for posting.
 - John Christy mentioned that he liked rethinking the position and focusing on grants and funding.
 - Krista Price mentioned that she preferred a bachelor's degree as an education qualification.
 - Ted Lieurance stated that he felt the pay scale should be \$72,000 - \$89,000 per year depending on qualifications. George Shimer felt the beginning pay should be lowered to \$65,000.
 - John Christy recommended a bachelor's for education qualification.
 - Norma Ayala stated she felt an associate degree was appropriate.
 - George Shimer recommended a combination of a bachelor's with 5 years' experience or an Associate with 10 years of Business Management experience.
 - George Shimer made a motion to restructure the district manager position into a CEO position with a salary scale of \$65,000-\$89,000 depending on qualifications with an educational experience breakdown of 5 years' experience with a bachelor's degree or 10 years of experience with an associate degree. Norma Ayala seconded that motion. Krista Price asked for discussion. No comments. Krista Price asked for a vote – approval passed unanimously.

New Business:

- Election of Officers:
 - George Shimer nominated Krista Price as President.
 - David Boor seconded that nomination.
 - Vote passed unanimously
 - Norma Ayala nominated George Shimer as Vice President
 - David Boor seconded that nomination.
 - Vote passed unanimously
 - George Shimer nominated David Boor as Secretary/Treasurer
 - David Boor nominated Norma Ayala as Secretary/Treasurer
 - Norma Ayala nominated David Boor as Secretary/Treasurer
 - Krista Price nominated John Christy as Secretary/Treasurer
 - Vote for Norma Ayala as Secretary/Treasurer
 - David Boor – Yay
 - John Christy – Nay
 - George Shimer – Nay
 - Krista Price – Nay

- Norma Ayala – Nay
- Vote for David Boor as Secretary/Treasurer
 - David Boor – Nay
 - Norma Ayala – Yay
 - George Shimer – Yay
 - John Christy – Yay
 - Krista Price – Yay
- Vote for John Christy not needed as David Boor was elected as Secretary/Treasurer
- Employee Background Checks – George Shimer:
 - George Shimer asked Ted Lieurance if we were currently completing background checks on our employees. Ted Lieurance stated that we were not. George Shimer mentioned that the district needed to get a background check policy in place for liability reasons and that a simple OSP background check would suffice.
 - David Boor agreed with this.
 - Krista Price stated that the board would have to make a list of items that would and would not be acceptable in a background check for hiring purposes.
 - Shelby Percy was instructed to reach out to SDAO for guidance and policy suggestions.
 - Krista Price asked that this topic be added to Old Business for the January meeting.

District Report – Ted Lieurance:

- Ted Lieurance reported that new panels have been installed in the campground.

Recreation Report – Tessa Carroll:

- Tessa Carroll reported that a window had been broken in the rec center due to an indoor soccer ball being kicked from the half court line. The new window is set to be installed on 12/1/21. She is looking into protection devices for the windows. There is currently no indoor adult soccer allowed.
- Tessa Carroll recommended a restructure of the membership fees, especially corporate fees. Krista Price stated that Tessa Carroll was to come up with the new fee structure, present it to Ted Lieurance and the board would approve.

Other Business:

- Reminder of Upcoming Meetings:
 - 11/29/2021 – Executive Session @ 5:15 PM
 - 12/1/2021 – BCDA Board Workshop
- Minors on 24-hour access
 - Krista Price reported that she had received word that a member was allowed to bring a minor child into the Rec Center on their 24-hour access pass. She stated that this was not allowed, and that the member needed to be informed of this rule.
- David Boor asked if a second custodian could be hired to clean the rec center at night as the facility was filthy.

David Boor made a motion that the meeting be adjourned.

Meeting was adjourned at 8:25 pm.

Respectfully Submitted, _____
Shelby Percy, Secretary

Approved: Krista Price, Board Chair