



**Hood River Valley Parks and Recreation District Regular Board Meeting**  
**Wednesday, March 20, 2024, at 6:00 pm**  
**Hood River Aquatic Center**  
<https://us02web.zoom.us/j/88417374058>  
**Or Telephone: Dial 1 253 215 8782**  
**Webinar ID: 884 1737 4058**

**Regular District Board Meeting**

**Call Regular Meeting to Order**

**Comments from the General Public** (3 minutes per person, per subject, Maximum 30 minutes public comment taken)

**Review Minutes**

**1. February 21, 2024 – Regular Board Meeting Minutes**

**Action:** Consider a motion to approve the February 21, 2024 meeting minutes.

**Regular Business**

**2. Resolution 23/24 #5 To Authorize Application for Grant**

Wily (10 mins)

**Action:** Consider Approving the Resolution 23/23 #5: to authorize the application for an acquisition grant through Local Government Grant Program with the Oregon Parks and Recreation Department

**3. Strategic Planning**

Hickok (30 mins)

**Action:** Review and Discuss

**Reports** (*informational, no action needed*)

**4. Finance Report**

Hickok (5 mins)

**5. Directors Report**

Hickok (10 mins)

**6. Recreation Report**

Rivera (10 mins)

**Executive Session**

*Executive Session, if necessary per ORS 192.660 (The District Board will now meet in executive session. All members of the audience are asked to leave the room. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.)*

**Adjourn**



**Hood River Valley Parks and Recreation District Regular Board Meeting  
Wednesday, February 21st, 2024, at 6:00 pm  
Hood River Aquatic Center**

**In Attendance:**

**Board:** Anna Cavaleri, Mike Howard, Christy Christopher, Nan Noteboom

**Staff:** Mark Hickok, Marcie Wily, Kelsey Barnes, Ally Kriskewic

**Legal Council:** Ruben Cleaveland

**Public:** Kier Bryerton, Rachel Tsu Hyde, Jennifer Kaden, Jeff Hunter

President Noteboom called the meeting to order at 6:01 pm.

**1. Comments from General Public**

Jeff Hunter states that he is hoping the May 2024 ballot measure by HRDPRD will pass.

**2. Review Minutes from January 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and February 6<sup>th</sup> 2024**

Christopher requested the Jan 10<sup>th</sup> minutes be edited to note that estimated construction costs of the new facilities had factored in an estimated construction date of 2026. Cavaleri motioned to approve the Jan 17<sup>th</sup>, 24<sup>th</sup>, and Feb 6<sup>th</sup> minutes as presented, and the amended January 10<sup>th</sup> minutes. Christopher seconded. All approved.

**3. Resolution 23/24 #3**

Howard made a motion to approve the resolution, Cavaleri seconded. All approved.

**4. Resolution 23/24 #4**

Howard made a motion to approve the resolution, Cavaleri seconded. All approved.

**5. Strategic Planning**

Hickok provided an update on the Bond and Levy Measure timeline, with the Ballot title and explanatory statement now finalized and ready for submission to the state of Oregon. The next step involves filing form SEL 803 with the county elections official, leading to the publication of the ballot title in the local newspaper and the assignment of a number to the measure after 7 days. The board reviewed and made final adjustments to various materials prepared for the election, including a One Pager, Two Pager, FAQ, and a 10-slide PowerPoint presentation, which will undergo a final review by the secretary of state. Since Special Districts are not applicable to an explanatory statement in the Voter's Pamphlet; these materials play a critical role in disseminating information to the public. The board also discussed contingency plans if the measures do not pass, considering the need to gather additional community feedback before proposing another solution.

Noteboom updated the board that The Political Action Committee (PAC) has been formed but hasn't officially filed yet, she presented the board with the campaign committee's website and social media platforms. She also outlined a list of outreach events where board members could present information on the proposed measures to the public.

## 6. Reports

### *Finance Report*

Hickok presented the finance report, highlighting the stability of System Development Charges with slightly stronger results from County SDCs and lighter figures from City SDCs. Anticipated growth in City SDCs is expected in the upcoming spring season. The general fund is in solid shape, outpacing revenue projections, with revenue at 85% and expenditures at 55% halfway through the fiscal year. The recreation fund is also performing well, with revenue and expenditures at around 38%. An increase in revenue is expected in the spring with the opening of summer camps and recreation registrations.

### *Directors Report*

Hickok's Directors report covered 4 main points. Firstly, he discussed the advocacy efforts for SB 1576, a legislative fix for recreation immunity issues, being pushed by key stakeholders like the League of Oregon Cities and Oregon Recreation and Parks Association. The bill aims to define recreational activities and ensure equal immunity for all trails, setting the stage for future discussions on recreational immunity. Secondly, he updated on the Urban Renewal Board, where the City of Hood River's Urban Renewal Administrator, Will Norris, has reached out to HRVPRD regarding a possible seat on the Urban Renewal Agency Board of Directors as the Port of Hood River will relinquish their positions. The board expressed interest in having one member on the Urban Renewal Board of Directors and will ask for additional information before appointing someone. Thirdly, there was a consideration for separate email addresses for the board members at a cost of \$360 per year. The board discussed and decided to leave the e-mail auto-forwarding as is for now. Finally, he provided an update on the design for 780 Rand Road. The board was presented with the latest design revisions based on their input from the previous month. The city has opted to expand the playground area on the site and the board members are in approval of the new concept.

### *Aquatics Quarterly Report/Facility Tour*

Kriskewic presented the Aquatic quarterly report, offering a concise overview of the department's recent activities before leading the board members on a facility tour. She stated that recently the pool heating system was out of commission for an entire week, causing the cancellation of lessons and programs. Kriskewic then gave the board members a tour of the facility to illustrate the challenges faced by HRDPRD in maintaining the facility's operations and to emphasize the urgent need for addressing these issues. During the tour, she highlighted an ongoing issue with the pool boiler, which is an outdated system requiring specially ordered parts for repairs. The subcontractor responsible for addressing these malfunctions has expressed concerns about its longevity, estimating that a replacement cost for just the failing parts would be approximately \$50,000.

### **Executive Session**

*Executive Session, if necessary per ORS 192.660 )(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions (The District Board will now meet in executive session. All members of the audience are asked to leave the room. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.)*

The board moves into an executive session. No decisions were made.

Cavaleri motioned to adjourn the meeting at 8:17 pm. Noteboom seconded. All approved.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

DRAFT

**Resolution # 23/24 - 5**  
**RESOLUTION AUTHORIZING APPLICATION FOR GRANT**

RESOLUTION NO. 23/24-5

IN THE MATTER OF AUTHORIZING THE  
Hood River Valley Parks and Recreation District  
TO APPLY FOR A LOCAL GOVERNMENT GRANT  
FROM THE OREGON PARKS AND DEPARTMENT  
FOR acquisition and development of 10.67 acres at 3330 &  
3350 Brookside Drive, Hood River, AND DELEGATING  
AUTHORITY TO THE DISTRICT DIRECTOR TO SIGN  
THE APPLICATION.

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, the Hood River Valley Parks and Recreation District desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, the Board of Directors and Staff have identified land acquisition for natural area, open space, and the development of the missing link in the Indian Creek Trail a high priority need in the Park District; and

**WHEREAS**, Acquisition of 10.67 acres for open space, natural area, and trail development and associated design and construction fees; and

**WHEREAS**, the Hood River Valley Parks and Recreation District has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the Hood River Valley Parks and Recreation District will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HOOD RIVER VALLEY PARKS AND RECREATION DISTRICT AS FOLLOWS:**

Section 1: The Board of Directors demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for (acquisition AND development of 10.67 at 3330 & 3350 Brookside Drive, Hood River, OR

Section 2: This Resolution shall be effective following its adoption by the Board of Directors.

Passed by the Board of Directors this 20 of March 2024.

ATTEST:

\_\_\_\_\_  
(Board President, Nan Noteboom)

\_\_\_\_\_  
Board Member

# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

February-24

General Fund

	Actual	Total Budget	% of Budget
<b>Revenue</b>			
Beginning Balance*	1,059,611	1,100,000	96%
Admin Indirect Charges	50,815	101,629	50%
Dividends/Credits/Refunds	491	1,200	41%
Donations/Contributions	0	0	
General Admission	99,910	215,871	46%
Grants	52,754	41,500	127%
Innovative/Other Income	7,142	23,885	30%
Interest Earned	23,609	30,000	79%
Lessons	21,930	42,437	52%
Merchandise Sales	12,489	27,885	45%
Miscellaneous Revenue	1,742	0	
Rentals	35,622	94,954	38%
Tax Revenue	946,294	997,514	95%
Transfer In	0	0	0%
<b>Total Revenue</b>	<b>\$ 2,312,407</b>	<b>\$ 2,676,875</b>	<b>86%</b>
<b>Expenditures</b>			
Bank Charges	234	1,200	20%
Chemicals, Gasses and Fuel	17,930	28,942	62%
Credit card & processing fees	4,129	5,384	77%
Dues, Licenses & Subscriptions	32,726	20,167	162%
Furniture and Equipment	33,777	8,750	386%
Insurance - Liability & Wks Comp	34,592	27,636	125%
Legal & Professional Fees	68,356	72,000	95%
Meetings and Conferences	882	3,500	25%
Merchandise Purchases	8,901	17,500	51%
Office Expenses	7,610	7,500	101%
Payroll Expenses	549,474	1,019,845	54%
Promotional and Marketing	1,680	5,500	31%
Rent or Lease	3,017	2,000	151%
Reimbursement	3,562	0	0%
Repair & Maintenance	56,576	103,699	55%
Staff Wellness	2,105	3,900	54%
Stationery & Printing	1,535	1,260	122%
Subcontractors	1,117	35,085	3%
Supplies	29,602	36,251	82%
Taxes, Licenses and Fees	9,570	0	
Tools	4,084	11,250	36%
Training and Travel	10,505	13,320	79%
Uniforms/Safety Gear	8,039	5,405	149%
Utilities	97,792	186,980	52%
<b>Total Expenditures</b>	<b>\$ 987,795</b>	<b>\$ 1,617,074</b>	<b>61%</b>
Other Expenditures	0	0	0%
Capital Assets	2,765	30,000	9%
Contingency	0	35,000	0%
Reserves	0	369,801	0%
Transfer Out	450,000	450,000	100%
Unappropriated Ending Balance	0	175,000	0%
<b>Total Other Expenditures</b>	<b>\$ 450,000</b>	<b>\$ 1,059,801</b>	<b>42%</b>
<b>Total All Expenditures</b>	<b>\$ 1,437,795</b>	<b>\$ 2,676,875</b>	<b>53.71%</b>

# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

February 29, 2024

System Development Charges Fund

	<b>TOTAL</b>		
	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>			
Beginning Balance	765,136	695,000	110%
System Dev Charges - Inside UGB	37,737	239,360	16%
System Dev Charges - Interest Earned	131	1,800	7%
System Dev Charges - Outside UGB	64,762	168,960	38%
<b>Total Revenue</b>	<b>\$ 867,767</b>	<b>\$ 1,105,120</b>	<b>79%</b>
<b>Expenditures</b>			
Bank Charges	150	300	50%
Legal Services	3,455	1,500	230%
Professional Fees	0	1,500	0%
<b>Total Expenditures</b>	<b>\$ 3,605</b>	<b>\$ 3,300</b>	<b>109%</b>
<b>Other Expenditures</b>			
Capital Outlay	0	314,830	0%
Capital Projects - Campbell Property	15,000	685,027	2%
Capital Projects - Parkdale Park	12,500	22,500	56%
Capital Projects - Sherman House	17,937	0	
Capital Projects - South Side Extension	6,650	0	
Capital Projects - Westside Park	5,069	0	
Debt Interest	0	5,641	0%
Debt Principle	0	73,822	0%
<b>Total Other Expenditures</b>	<b>\$ 57,156</b>	<b>\$ 1,101,820</b>	<b>5%</b>
<b>Total All Expenditures</b>	<b>\$ 60,761</b>	<b>\$ 1,105,120</b>	<b>5%</b>

# Hood River Valley Parks and Recreation District

## Budget vs. Actuals: Adopted Budget - FY23/24

February-24

Recreation Fund

	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>			
Beginning Balance	253,970	225,000	113%
HRC School Dist IGA	88,585	177,160	50%
Contract Programs	88,005	72,000	122%
In house Programs	138,005	248,000	56%
Interest Earned	4,532	30,500	0%
Donations	2,840	0	0%
<b>Total Revenue</b>	<b>\$ 321,967</b>	<b>\$ 752,660</b>	<b>43%</b>
<b>Expenditures</b>			
Credit card & processing fees	8,567	15,000	57%
Chemicals, Gasses and Fuel	593	0	0%
Admin Indirect Expenses	50,815	101,629	50%
Dues, Licenses & Subscriptions	430	2,700	16%
Furniture and Equipment	19,932	5,000	399%
Legal Fees	1,305	0	0%
Meeting and Conferences	368	0	0%
Payroll Expenses	131,749	173,964	76%
Promotional and Marketing	2,161	5,000	43%
Rent or Lease	620	31,000	2%
Staff Wellness	278	800	35%
Stationery & Printing	0	2,500	0%
Subcontractors	47,906	60,000	80%
Supplies	36,818	57,500	64%
Training and Travel	750	3,000	25%
Uniforms/Safety Gear	3,473	0	0%
Utilities	2,043	1,400	146%
Repair & Maintenance	0	2,500	0%
Reimbursements	331	0	0%
<b>Total Expenditures</b>	<b>\$ 308,139</b>	<b>\$ 461,993</b>	<b>67%</b>
Contingency	0	25,000	0.00%
Capital Assets	0	35,000	0.00%
Reserve	0	160,667	0.00%
Unappropriated Ending Balance	0	70,000	0.00%
<b>Total Other Expenditures</b>	<b>\$ -</b>	<b>\$ 290,667</b>	<b>0.00%</b>
<b>Total All Expenditures</b>	<b>\$ 308,139</b>	<b>\$ 752,660</b>	<b>40.94%</b>





**Hood River Valley Parks and Recreation District  
Directors Report  
Wednesday, March 20th, 2024**

**Director Items**

- **Waterfront Urban Renewal District Maximum Indebtedness Update** – We recently got a “consult and confer” notice from the City of Hood River that the Maximum indebtedness for the waterfront URD has been raised to by \$2.1m to \$7.9m and extended for two more years. This will equate to missed tax revenue for an additional two years (through 2027) in the amount of about \$34,000 per year.
- **National Recreation Park Association Directors School** – I recently graduated from the NRPA Directors school, a two-year program for Parks & Recreation Executives. This was a remarkable opportunity and a very high-quality training.
- **Budget Season** – Staff are busy with preparing the 2024/25 budget this time of year. We are working on projections and putting together the draft budget for the board’s consideration.