



Hood River Valley Parks and Recreation District Regular Board Meeting
Wednesday, May 15, 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. April 17, 2024 – Regular Board Meeting Minutes

Action: Consider a motion to approve the April 17, 2024 meeting minutes.

Regular Business

2. Strategic Planning

Action: Review and Discuss

Hickok (10 mins)

Reports (*informational, no action needed*)

3. Finance Report

Hickok (5 mins)

4. Directors Report

Hickok (10 mins)

5. Aquatics Report

Wily (10 mins)

Executive Session

Executive Session, per ORS 192.660 (e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions and (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. *(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, April 17th, 2024, at 6:00 pm
Hood River Aquatic Center

In Attendance:

Board: Anna Cavaleri, Mike Howard, Christy Christopher, Nan Noteboom, Martha Ortega-Verdusco

Staff: Mark Hickok, Marcie Wily, Kelsey Barnes, Anthony Johnston

Public: Kier Bryerton

President Noteboom called the meeting to order at 6:07 pm.

Comments from General Public

None.

1. Review Minutes from March 20th, 2024

Cavaleri made a motion to approve the March 20th, 2024 minutes. Christopher seconded. All approved.

2. Appoint Budget Committee Member

Christopher made a motion to appoint Meg Rummel to the budget committee. Cavaleri seconded. All approved.

3. Strategic Planning

Hickok updated the board on the district's strategic planning efforts. With just one more board meeting before the election, Hickok highlighted the importance of informing the community about the proposed bond and levy measures. The district's Assistant Director, Wily, and the Aquatic Supervisor, Kriskewic have hosted three informational sessions and tours of the Aquatic Center. The sessions covered topics such as the district's history, services, challenges, and the proposed bond and levy measures. Two additional informational sessions are to be added before the May election to ensure everyone has a chance to learn more.

Hickok addressed a concept that has led to some confusion in the public. There is a lack of understanding on how property taxes are based on assessed value, and how that figure is determined. He explained the difference between assessed value, real market value, and what a home will actually sell for, using a real-life example. He showed a current home listing for \$850,000 in Hood River, with a "real market value" set by the county of \$674,380 and an assessed value of \$259,310. This is caused by Measure 50, passed in 1996, which capped the annual increase in assessed value at 3%. If the bond and levy measures are passed, taxpayers would be paying taxes on their assessed value, not the market value of their home. Hickok stated that he is working on an explanation of this and will be putting out information in a newsletter to try and educate the public about this issue.

Hickok addressed concerns raised by some of the baseball community regarding Collins Field. The district acknowledged the pushback and is working to mitigate the impact. With volunteer help, the district plans to refurbish one of the old ball fields near the Hood River Fairgrounds, creating a space for both our new women's softball and adult baseball programs and other

community use. Although this wouldn't replace Collins Field entirely, it could provide an alternative solution.

Noteboom provided an update on the Political Action Committee's outreach efforts. The PAC team has developed a mailer campaign to inform the public about the ballot measures and has been actively engaging with the community at public meetings. Additionally, radio and newspaper ads will be launched in the coming weeks. Noteboom also reported on the successful dinner fundraising event held at Celilo, which was sold out and served as the primary source of funding for the campaign.

Reports

4. Finance Report

Hickok presented the financial report for the district. At the end of the third quarter, the general fund revenue is currently at 89% and expenditures at 65%. Revenue is expected to exceed 100% by the end of the year. Hickok noted that minor adjustments had been made to the expense categories to provide a more accurate understanding of the associated costs. The recreation fund is also performing well, with a revised calculation to include the beginning balance in revenue totals. Revenue is at 84% and expenditures are at 71%. SDC revenue is not coming in that strong, but there is also not a lot of expenses happening out of the fund. The improvement fund isn't typically shown due to its stability from month to month, but it will be included in future financial reports. The purpose of this fund is to set aside revenue for infrastructure improvements, it has a current balance of \$833,937. This year three tent panels valued at approximately \$30,000 have been purchased using this fund.

5. Directors Report

Hickok gave the director's report. The district's budget will be posted publicly by May 1st, with the budget meeting scheduled for May 8th. The budget is based on the district's historical performance and inflation rates, providing a comprehensive financial plan for the upcoming year. Additionally, Hickok announced that the Urban Renewal Agency has decided to utilize the City Council instead of appointing additional board members. Hickok also shared a proposal from Paul Woolery, a citizen, and parks volunteer, to develop Poetry Signs along the Indian Creek Trail. Mr. Woolery has offered to financially support the initial program and lead the design efforts. The board members think it is a good idea to enhance the trail experience. However, it was emphasized that the district would maintain final authority over placement and design decisions and would like to see the program start off small and then evaluating it after some time.

6. Parks/Trails/Maintenance Quarterly Report

Johnston, the district's maintenance supervisor gave the maintenance quarterly report. One of the panels on the west wall of the Aquatic Center building is tearing and will need to be replaced soon. Additionally, he has been busy addressing various maintenance issues including the repair of the swimsuit dryer, UV system for the therapy pool, and clearing trails and parks for the upcoming summer season. The district's parks team is comprised of a small staff, with only two part-time employees in addition to Johnston. The team relies heavily on volunteer work to complete many of its tasks, including trail maintenance. Lastly, Johnston shared about the upcoming Indian Creek Earth Day work party, scheduled for April 20th, in partnership with The Hood River Water Shed group. The event will focus on planting trees and shrubs along the Indian Creek Trail.

Executive Session

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No decisions were made during the executive session.

Cavaleri motioned to adjourn the meeting at 8:15 pm. Ortega-Verdusco seconded. All approved.

Approved

Date

Attest

Date

DRAFT

Hood River Valley Parks and Recreation District

Budget vs. Actuals: Adopted Budget - FY23/24

April-24

General Fund

	Actual	Total Budget	% of Budget
Revenue			
Beginning Balance*	1,059,611	1,100,000	96%
Admin Indirect Charges	50,815	101,629	50%
Dividends/Credits/Refunds	491	1,200	41%
General Admission	118,708	215,871	55%
Grants	52,754	41,500	127%
Innovative/Other Income	17,067	23,885	71%
Interest Earned	28,503	30,000	95%
Lessons	25,863	42,437	61%
Merchandise Sales	16,837	27,885	60%
Rentals	47,109	94,954	50%
Tax Revenue	990,673	997,514	99%
Total Revenue	\$ 2,408,431	\$ 2,676,875	90%
Expenditures			
Bank Charges	308	1,200	26%
Chemicals, Gasses and Fuel	20,751	28,942	72%
Credit card & processing fees	5,050	5,384	94%
Dues, Licenses & Subscriptions	35,617	20,167	177%
Furniture and Equipment	4,904	8,750	56%
Insurance - Liability & Wks Comp	25,776	27,636	93%
Legal & Professional Fees	84,455	72,000	117%
Meetings and Conferences	1,034	3,500	30%
Merchandise Purchases	10,588	17,500	61%
Office Expenses	10,331	7,500	138%
Payroll Expenses	667,685	1,019,845	65%
Promotional and Marketing	10,524	5,500	191%
Rent or Lease	3,017	2,000	151%
Reimbursement	4,562	0	0%
Repair & Maintenance	60,508	103,699	58%
Staff Wellness	2,115	3,900	54%
Stationery & Printing	1,442	1,260	114%
Subcontractors	975	35,085	3%
Supplies	31,240	36,251	86%
Taxes, Licenses and Fees	9,570	0	
Tools	9,505	11,250	84%
Training and Travel	11,620	13,320	87%
Uniforms/Safety Gear	9,599	5,405	178%
Utilities	136,622	186,980	73%
Total Expenditures	\$ 1,157,800	\$ 1,617,074	72%
Other Expenditures	0	0	0%
Capital Assets	6,110	30,000	20%
Contingency	0	35,000	0%
Reserves	0	369,801	0%
Transfer Out	450,000	450,000	100%
Unappropriated Ending Balance	0	175,000	0%
Total Other Expenditures	\$ 450,000	\$ 1,059,801	42%
Total All Expenditures	\$ 1,607,800	\$ 2,676,875	60.06%

Hood River Valley Parks and Recreation District

Budget vs. Actuals: Adopted Budget - FY23/24

April-24

Recreation Fund

	Actual	Budget	% of Budget
Revenue			
Beginning Balance	253,970	225,000	113%
HRC School Dist IGA	88,585	177,160	50%
Contract Programs	102,819	72,000	143%
In house Programs	193,318	248,000	78%
Interest Earned	4,532	30,500	15%
Donations	2,840	0	
Total Revenue	\$ 646,064	\$ 752,660	86%

	Actual	Budget	% of Budget
Expenditures			
Credit card & processing fees	12,755	15,000	85%
Chemicals, Gasses and Fuel	145	0	0%
Admin Indirect Expenses	50,815	101,629	50%
Dues, Licenses & Subscriptions	430	2,700	16%
Furniture and Equipment	3,332	5,000	67%
Legal Fees	1,305	0	0%
Meeting and Conferences	232	0	0%
Payroll Expenses	168,438	173,964	97%
Promotional and Marketing	2,286	5,000	46%
Rent or Lease	7,936	31,000	26%
Staff Wellness	632	800	79%
Stationery & Printing	0	2,500	0%
Subcontractors	79,089	60,000	132%
Supplies	50,770	57,500	88%
Training and Travel	1,968	3,000	66%
Uniforms/Safety Gear	1,640	0	0%
Utilities	2,314	1,400	165%
Repair & Maintenance	0	2,500	0%
Reimbursements	331	0	0%
Total Expenditures	\$ 384,418	\$ 461,993	83%

Contingency	0	25,000	0.00%
Capital Assets	15,718	35,000	45%
Reserve	0	160,667	0.00%
Unappropriated Ending Balance	0	70,000	0.00%
Total Other Expenditures	\$ 15,718	\$ 290,667	5%
Total All Expenditures	\$ 400,136	\$ 752,660	53%

Hood River Valley Parks and Recreation District

Budget vs. Actuals: Adopted Budget - FY23/24

April 30, 2024

System Development Charges Fund

	TOTAL		
	Actual	Budget	% of Budget
Revenue			
Beginning Balance	765,136	695,000	110%
System Dev Charges - Inside UGB	49,740	239,360	21%
System Dev Charges - Interest Earned	1,774	1,800	99%
System Dev Charges - Outside UGB	78,842	168,960	47%
Sherman House	808,519		
Total Revenue	\$ 1,704,012	\$ 1,105,120	154%
Expenditures			
Bank Charges	165	300	55%
Legal Services	4,319	1,500	288%
Professional Fees	0	1,500	0%
Total Expenditures	\$ 4,484	\$ 3,300	136%
Other Expenditures			
Capital Outlay	0	314,830	0%
Capital Projects - Campbell Property	22,500	685,027	3%
Capital Projects - Parkdale Park	12,500	22,500	56%
Capital Projects - Sherman House	829,322	0	
Capital Projects - South Side Extension	6,650	0	
Debt Interest	5,069	5,641	90%
Debt Principle	0	73,822	0%
Total Other Expenditures	\$ 876,040	\$ 1,101,820	80%
Total All Expenditures	\$ 880,524	\$ 1,105,120	80%

Hood River Valley Parks and Recreation District

Budget vs. Actuals: Adopted Budget - FY23/24

April 30, 2024

Improvement Fund

	TOTAL		
	Actual	Budget	% of Budget
Revenue			
Beginning Balance	370,476	420,476	88%
Interest Earned	13,461	0	
Transfer In	450,000	450,000	100%
Total Revenue	\$ 833,937	\$ 420,476	198%
Expenditures			
Operating Expenditures	30,354	50,000	61%
Capital Outlay	0	820,476	0%
Total Expenditures	\$ 30,354	\$ 870,476	3%



**Hood River Valley Parks and Recreation District
Directors Report
Wednesday, May 15, 2024**

Director Items

- **ORPA Leadership Academy**—Two staff members, Jaime Rivera, and Allison Kriskewic, were accepted into the Oregon Recreation and Park Association Leadership Academy, an exclusive one-year professional development program for emerging leaders in parks and recreation offered through Portland State University. This program includes a robust curriculum with monthly instruction, a capstone project, and a mentorship program.
- **Soccer Program Management** – We made the decision to manage soccer in-house this fall. For the past few years, we have worked with a contractor to provide soccer for 3rd -8th grade but it was time for a change. It is not sustainable for the Parks District to fully manage all youth sports with existing staffing levels. We are reaching out to interested parents and encouraging them to form an organization that can work with us to offer these soccer programs in the same way that many other youth sports are organized, such as lacrosse, water polo, and swim team.
- **Local Networking**—I met with Dr. Kenneth Lawson, the new president of Columbia Gorge Community College. We toured some of our properties and had a great discussion about ways we could work together in the future. We discussed the AG-Tech Concept, and he is interested in reviving those conversations.



Hood River Aquatic Center Board Meeting Report May 2024

Staffing and Trainings:

- Six staff members attended a Lifeguard Leadership Training in Corvallis on May 4. The leadership training, hosted by Oregon Parks and Recreation Department, focused on best practices in the industry with a strong emphasis on emergency preparedness.
- We will be holding another lifeguard training course in May to help round out staffing numbers for summer. The class is close to full.
- In June, we will host a Water Safety Instructor Course for our swim instructor staff to help provide comprehensive training on teaching swim lessons, skill refinement, and water safety. We have maxed out the class at 9 swim instructors.

Summer Schedule:

- We are finalizing our summer scheduling plan for user groups and facility use. We have a busy summer schedule planned. Summer schedule shout outs include:
 - Daily Open Swims from 1-5pm
 - District Swim Lessons (4 classes each session)
 - Morning Lessons M-Th
 - Evening Lessons M – W for two weeks
 - Party Room Rentals available during open swim hours
 - Water Aerobics every weekday from 11am-12pm
 - Adult and Senior Therapy Only from 11am-12pm
 - Lap Swim – some lanes available all hours of the day
- **Programs:**
 - Private Swim Lessons
 - We are starting a small private swim lesson program during morning lessons.
 - Jr. Race Team and Water Polo Camp
 - This was a popular program last year. Two sessions will be offered this year.
 - Jr. Lifeguarding Camp
 - Two sessions offered.
 - Water Polo Camp
 - 3 day camp hosted by HRVHS Water Polo
 - Kayaking
 - CG Youth Sessions: Every other week pool sessions for youth to learn basic kayaking skills
 - Weekend Roll Sessions: Opportunities to practice rolls in a safe, controlled setting

Facility:

- Three roof panel sections are expected to be removed May 31st for the summer.
- We are still awaiting the panels to be manufactured to repair the breach in the west wall. We are expecting them to arrive in the next week or two and then will schedule a lift and try to plan for a low wind day to get the repair done.