

**Northern Wasco County Parks and Recreation District**

**Board Meeting Minutes**

**November 15th, 2023**

**602 W. 2nd Street, The Dalles, OR 97058**

Brewster Whitmire called the meeting to order at 5:29 pm.

**BOARD MEMBERS PRESENT:** Brewster Whitmire, Annette Byers, Rachel Carter, Kacey McCullough, Marcus Swift.

**BOARD MEMBERS EXCUSED:** None.

**STAFF PRESENT:** Scott Baker, Todd Wheeler, Kailynn Elliott

**STAFF EXCUSED:** None.

**OTHERS PRESENT:** District Council, Andrew Myers.

**GUEST PRESENT:** Amanda Taskey – RTO & Company

**APPROVAL OF AGENDA:**

Brewster Whitmire asked if there were any changes to the agenda. Annette Byers made a motion to approve the agenda as is. Kacey McCullough seconded the motion. The motion passed unanimously.

**ORAL COMMUNICATION FROM THE AUDIENCE:** None.

**AUDIT REVIEW:** Presented by Amanda Taskey of RTO & Company. Few minor errors i.e. payroll, should have completed a supplemental budget after the cost of the bike park exceeded the 10% over limit. Gave a clean/unmodified opinion. SAS115 letter is a comment that most who have RTO get and that is that we do not have staff with sufficient training to prepare the financial statements. It requires a response letter plan of action to the Office of the Secretary of State stating that we will continue to contract with our auditors to prepare the financial statements.

1. Adopt SAS115 response plan of action – Brewster Whitmire asks for a motion to adopt SAS115 response plan of action. Rachel Carter makes a motion to adopt SAS115 response plan of action. Annette Byers seconds the motion. The motion passed unanimously.

**APPROVAL OF MINUTES:**

Brewster Whitmire called for a motion to approve the October 18th, 2023, minutes. Annette Byers made a motion to approve the October 18th, 2023, minutes. Kacey McCullough seconded the motion. The motion passed unanimously.

**CORRESPONDENCE:** None.

**FINANCIAL REPORT:**

34% through the fiscal year. The General Fund sits at 1.1 Million, but $281,000 of that is Sorosis park donations. Revenue, Transient room tax is down $47k but there has also been a slight delay one month and the checks have trickled in just passed the monthly financial cut-off mark each month thereafter. The State Unemployment Insurance rate more than doubled, we believe this to be an error as we’ve not had any legitimate claims in the past few years, and a few of our employees experienced from identity theft that we are concerned may be the culprit, so we have submitted a request for a review of our rate. In Parks, same thing with unemployment insurance being up across all departments. Water and Utilities are up from this time last year. We’ve spent $110,000 so far this year and we attribute that to more areas being irrigated from the Sorosis project. In SDC fund, we have spent a lot this fiscal year so far on the skate park and pump track project, but we will be receiving a reimbursement from the OPRD grant we were awarded. The Bond fund is healthy, we have one payment in reserve. The Capital Projects fund will have those Sorosis Donations by the January meeting. We’ve already begun to spend some of the money on the walking path repair.

**EXECUTIVE DIRECTORS REPORT:**

Scott and Todd attended ORPA conference in Portland this month. The pump track is open! Lights, sod and landscaping to come. The Walking path improvements at Sorosis have been completed. T pads were poured at Sorosis for the Disc Golf Course.

**BOARD MEMBER REPORTS:**

1. Ad Hoc Committee – Dan Lockwood would like to start drawing up the landscaping plans for Sorosis, Scott has asked the board to keep a lookout i.e. magazines, neighbors’ yards, for things we like and styles to forward to the contractor.
2. Urban Renewal Report – None.

**OLD BUSINESS:** None.

**PUBLIC HEARINGS:** None.

**NEW BUSINESS:**

1. Dot voting exercise to select Treetop Playground style – staff has presented 5 inspiration boards for examples of different kinds of playground structures possible for replacing Treetop playground. Staff has asked the Board to choose their top 3 favorite styles using colored dots.
2. Schedule a Board member/staff appreciation luncheon – Board expresses wanting a Doodle Poll created by staff of potential dates and times for luncheon.
3. Need for a strategic planning work session – In years past, Scott has met with Board members individually discuss things each director finds important for the year to come. This year Scott suggests we conduct a group work session to develop goals collaboratively. Brewster likes the idea of a group session, sometimes anonymity is good, but it can also lead to a feeling of disconnection. Rachel Carter agrees with Brewster, that its great to work as a group and understand what are priorities for the other board members. Annette Byers is in agreement with both Rachel and Brewster, and suggests a numbering system for rating things according to the individuals wants, using that data to see a clear ranking of priorities. Marcus Swift likes the idea of a facilitator for free or low cost and having that be a meeting separate from the Board meeting. Brewster mentioned Tuesdays and Thursdays work better for him. No one else gave feedback.

**EXECUTIVE SESSION:**

1. Recess to Executive Session in accordance with ORS 192.6600(2)(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 at 6:53PM. Session resumed at 7:42PM. Brewster Whitmire asks if there is a motion. Marcus Swift makes a motion that Northern Wasco County Parks and Recreation District establish an increase for the executive director, Scott Baker, in the amount of 7% for the year 2024. Kacey McCullough seconds the motion. The motion passed unanimously.

**NEXT MEETING DATE:**

January 17th, 2024

**BOARD OF DIRECTORS REMARKS:**

Brewster Whitmire – Thanks the board for being in attendance and thanks Scott Baker for everything he does and the hard work he puts into the District.

**FOLLOW UP ITEMS:**

* **Doodle poll for Staff/Board Luncheon for December**
* **Doodle poll for group strategic work session for January**
* **Create ranking guide & find facilitator for strategic work session**

**ADJOURNMENT:**

Brewster Whitmire adjourned the meeting at 7:45 pm.

Attested to:

Board Chair Board Secretary