

**Northern Wasco County Parks and Recreation District**

**Board Meeting Minutes**

**September 20th, 2023**

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

Annette Byers called the meeting to order at 5:31 pm.

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

**BOARD MEMBERS EXCUSED:** Brewster Whitmire.

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

**STAFF EXCUSED:** None.

**OTHERS PRESENT:** District Council, Andrew Myers and Elizabeth Rovianek.

**GUEST PRESENT:** Rebecca Thistlewaite - D21 Bond Information.

**APPROVAL OF AGENDA:**

Annette Byers made a change to the agenda adding correspondence. Rachel Carter made a motion to approve the agenda as is. Marcus Swift seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES:**

Annette Byers called for a motion to approve the July 19th minutes. Rachel Carter made a motion to approve the July 19th minutes. Kacey McCullough seconded the motion. The motion passed unanimously.

Annette Byers called for a motion to approve the August 29th minutes. Marcus Swift made a motion to approve the August 29th minutes. Kacey McCullough seconded the motion. The motion passed unanimously.

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

**D21 BOND INFORMATION:**

Rebecca Thistlethwaite – Came to present the information and answer any questions regarding the School Bond going out to voters this coming election and to ask for an endorsement in the form of a resolution in support of the bond measure.

**CORRESPONDENCE:**

Max Petersen asked for permission to be allowed back into the parks and have his trespassed status rescinded. Marcus Swift makes a motion to rescind Mr. Petersen’s trespass status for the Park District properties. Rachel Carter seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT:**

The general fund has $1,335,614. In Revenue, the District is on track. Notably, the Transient Room Tax is down but staff did receive a $44k check that will be reflected in next month’s financials. Admin expenses and bank charges are currently high, this is due to a change in the way we code the transaction fees from our credit card processing. In years past we reduced the revenue to account for the fees, but we've decided it paints a clearer picture to identify those as bank charges, so we anticipate going over this line item. Parks is where we would expect, being at 18.1% spent being 17% through the fiscal year. Recreation expenses are reflective of the movie-in-the-park movie rentals. Aquatics will have a better understanding of financials next month with the final amounts from the Labor Day weekend included. SDC’s are strong and we are anticipating 2 large developments that will bring in significant SDC fees. The bond fund is on track, we have accrued 1 full bond payment in reserve if needed.

**EXECUTIVE DIRECTORS REPORT:**

On the second Saturday in October, NWPRD will be co-hosting a clean-up event with Columbia Gorge Toyota & Honda. The bowl portion of the skate park expansion is complete, and the second team is working on the “pump track” now. They anticipate being done in mid-October. The car show was a huge success. The steak feed was also a big success, and they enjoyed the new grills. A new drinking fountain has been installed at City Park. Same fixture as you’ll see on the RFT by Google.

**COMMITTEE REPORT:**

1. Ad hoc fundraising update: Annette and Scott met with Travis Dray from Adventist Health. The District asked for $50,000 and they agreed to it over the course of the next 3 years. The fundraiser itself exceeded its goal by roughly $70k if you include Adventist Health donation. Work on the walking trail will begin in early October. Signs will be made to advertise the good news and give a time frame expectancy for the projects fundraised to come to fruition.

**URBAN RENEWAL REPORT:**

Scott attended the Urban Renewal meeting. Alleys were dedicated back to the City. An executive session was held for real property transactions.

**OLD BUSINESS:**

None.

**PUBLIC HEARINGS:**

None.

**NEW BUSINESS:**

1. D21 Bond Support Resolution Discussion – Annette Byers makes a motion to adopt resolution 2023-04, a resolution of Northern Wasco County Parks and Recreation District taking a position of support for the North Wasco County School District Bond Initiative for a new high school. Marcus Swift seconds the motion. The motion passed unanimously.
2. Emergency Preparedness Plan Resolution – As part of SDAO’s Best Practices incentive program to reduce the cost of insurance premiums, this year’s focus for districts was Emergency Preparedness guides and training. Staff used the template provided by SDAO to begin their guide specific to the District and its properties. Marcus Swift makes a motion to adopt resolution 2023-05, a resolution of Northern Wasco County Parks and Recreation District adopting an Emergency Preparedness Plan for the District. Kasey McCullough seconded the motion. The motion passed unanimously.
3. Tree Top Playground Update – The grant written by our Assistant Director, Todd Wheeler for Tree Top Playground was recommended by the ORPA committee for funding. Scott has never seen a recommendation not be funded. Staff will begin reviewing manufacturers and designs for the future Tree Top Playground structure.

**NEXT MEETING DATE:**

October 18th, 2023

**BOARD OF DIRECTORS REMARKS:**

None.

**FOLLOW UP ITEMS:**

**ADJOURNMENT:**

Annette Byers adjourned the meeting at 6:58 pm.

Attested to:

Board Chair Board Secretary