

PEOPLE • PARKS • PROGRAMS



NWC PARKS & RECREATION DISTRICT

Northern Wasco County Parks & Recreation District
Board Meeting Minutes
April 20th, 2016 6:30pm
602 W 2nd St.

Catherine Whalen called the meeting to order at 6:00pm.

BOARD MEMBERS PRESENT:

Catherine Whalen, Annette Byers, Tracy Dugick, Marcus Denney.

BOARD MEMBERS ABSENT:

Travis Dray

NWPRD STAFF PRESENT:

Phil Lewis, Stacey Ihrig

OTHERS PRESENT:

Tom Peachey, District Counsel; Bob Ford, Budget Committee Member; Bruce Lumber community member; Paul Holiday community member.

APPROVAL OF AGENDA:

Tracy Dugick moved to approve the Agenda as submitted. Marcus Denney seconded the motion. The motion passed unanimously.

APPROVAL OF THE MARCH 16TH, 2016 BOARD MINUTES:

Marcus Denney, moved to approve the March 16th, 2016 Board minutes as submitted. Tracy Dugick seconded the motion. The motion passed unanimously.

ORAL COMMUNICATION FROM THE AUDIENCE:

Bob Ford made the comment that Thompson Park has this beautiful aquatic facility and he wanted to know why the surroundings look so ragged. Phil stated that within the next few months there would be improvements made to the surroundings. The Parks crew is in the process of putting more plants and trees in various areas around the park which will also create more shade. We have also poured to cement slabs to place benches around the splash pad as well as we would like to put some sort of barrier along the upper section to stop people from going up down the dirt hill. Phil also brought up the

condition of the lawn and all the dandelions taking over and said that he has spoken to the Parks staff and that the care of the lawn will be under control shortly.

FINANCIAL REPORTS

The District has received 49k in revenue for the current month. The district is at %123 for the year. We also still have an additional 20k from a December payment for transient tax that has not been received which will go into April's revenues. Other than that we are in line and we still have yet to receive revenue for upcoming summer programs and pool passes so we should see a good jump here in the next few months.

Administration

This is the first month where the change in the personnel expenses line items for wages will reflect. We are currently at %73 for the year which is in line with the %75 for the current fiscal year. Last year we were at %91 so we are behind.

Materials & Services are at %75 compared to %75 for the current year. There is 14k under other contractual services for the month and that is due to online registration.

The District paid off the short term-principal for debt services.

Parks

Personnel expenses are currently at %70 which is in line with the %75 for the fiscal year.

Materials & Services is at %89 which is due to some additional expenses such as a valve leak up at Sorosis Park that had to be fixed. Phil stated that some of our parks are getting older and are starting to require some extra maintenance. Phil stated %89 is not near the %75 we would like it to be that he is working with staff to fix maintenance issues and hopefully reduce the cost to lower that percentage.

Total expenses are at %74 which is in line with the %70 for the year.

Recreation

Personnel expenses are at %70 which is in line with the %71 for the year.

Materials & Services are at %90 which is up due to many of the events that have already ended or passed in this fiscal year such as Daddy Daughter Dance, and youth sports. Since a majority of those have ended we should see that percentage level out.

Total expenses are at %76 which is in line with the %74 for the year.

Aquatics

Personnel expenses are at %118 for the year which is over budget. This is due to the wage expenses for the seasonal aquatic staff. The 2016-2017 budget is expected to be more appropriately budgeted for

this line item. There was also an increase due to moving half of Tabitha's wage under the Aquatics full-time line item.

Materials & Services are at %126 which is due to the natural gas line item. The natural gas heats the pool and there was some water loss from the pool which is not expected to happen in the upcoming fiscal year.

Total expenses are at %121 for the year.

Special Revenue Fund

The District has received \$14k in System Development Charges for the current month. Year to date the District has received \$50k in System Development Charges which is way more than the 13k that was budgeted. The District also received \$2,547 in donations for the Tree Top Playpark which was great to see.

EXECUTIVE DIRECTORS REPORT:

Phil Lewis wanted to highlight that he attended two conferences this past month. He attended the SDAO Employee Benefits Program regional meeting and he also attended the SDAO Board of Directors & Management Staff Training. Annette Byers asked about when upcoming meetings are held. Tom Peachey also asked if anyone has attended the annual SDAO conference and proceeded with saying that it is a great conference to attend and it offers a lot of useful information. Phil went on to state that if any of the Board Members would like to attend the annual SDAO conference it's held in February and that they could look at budgeting for someone from the Board to go. Catherine followed by saying that they have a small fund in place for Board Members to attend conferences.

Annette Byers asked Phil about the slide that had to be returned that was replacing the vandalized slide up at Sorosis Park. Phil explained that the manufacturer sent the wrong parts for the slide, because once put together the slide turned in the wrong direction. A new slide will be shipped.

RECREATION REPORT:

None.

CORRESPONDENCE:

Catherine Whalen received a letter from a community member who was concerned with the green space up at Sorosis. This was in regard to the leaky valve which has been fixed as well as the appearance of the lawn which was discussed and is being worked on.

Phil Lewis included a correspondence with the Board Packet with concerns about the Dog Park off-leash times. He also received a second correspondence from a community member who would like to see the off-leash times extended or later in the morning rather than so early in the morning.

COMMITTEE REPORTS- Mill Creek Greenway:

Phil Lewis has been working with staff to identify a budget for the Greenway project. Phil also met with a representative of the city and they would like us to take over the trail that leads from the 14th Street Reservoir up to the Sorosis View Point so Phil was thinking of coupling the two projects together. He told the city he would present it to the Board to hear their thoughts on it. Catherine asked if it was a time sensitive matter and Phil said it's only time sensitive, because there is some maintenance issues going on with the trail that leads from 14th Street Reservoir up to Sorosis View Point. Phil also stated that taking on another property creates more maintenance work for our parks guys and they are already struggling to keep up so we may have to look at hiring an additional staff person to help out.

OLD BUSINESS:**Thompson Park Pool Project-Status/Action items as necessary**

Survey work has been done on the pool and we are still waiting on a response from the survey that was completed. We are also expecting some type of credit back for the water loss the pool incurred in the prior months. We also had some of the equipment changed out on the splash pad due to the equipment not working well with the outlay of the splash pad. Phil is working on negotiating with the construction team to have that cost of changing those out paid by them. Phil hopes everything will be complete before the pool opens.

Firehouse Off-leash Pilot Project-Status

Phil Lewis spoke with the original petitioners and they are working together to get some signage made for the parks as well as some doggy pots are going to be installed to assist with clean up. The installation of the gates is being taken on by them which are helpful. Phil has been going up to Firehouse Parks at various times in the morning monitor how many people are using the firehouse park and has found that there is only a few dog owner making use of the parks during the times he has gone up there. Phil also stated that we are still looking at a May unveiling of the Off-leash dog times a well and putting together a marketing campaigns so people using the park whether they are dog owners or non-dog owners understand the rules of the park during these certain times.

PUBLIC HEARINGS:

None.

NEW BUSINESS:**Firehouse Park- MCFR Contract**

Phil also went over the contract that Firehouse Park has with the Fire Station regarding the use of the water for the park. Phil just wanted to make sure that the extra \$2,500 in annual cost that will be incurred with taking on the Firehouse Park for the Dog-Off Leash Project will be ok with the Board Members. Catherine wants Phil to confirm the details of the water agreement to make sure we are not paying for usage that we should not be. Phil said he would confirm the details to be discussed at the next Board Meeting.

Merchant Services Contract

The contract is being set up through Columbia State Bank and originally they did not require an official resolution, but now they are requiring an official resolution to do the contract with them. Catherine Whalen read through Resolution No. 2016-02 stating: A RESOLUTION AUTHORIZING THE NORTHERN WASCO COUNTY PARK AND RECREATION DISTRICT TO ENTER INTO CONTRACT WITH COLUMBIA BANK MERCHANT CARD SERVICES FOR THE PURPOSE OF ACCEPTING CREDIT CARD PAYMENTS.

Marcus Denney moved to approve the Resolution No. 2016-02. Tracy Dugick Seconded the motion. The motion passed unanimously.

Kiwanis Pocket Park

The Port of The Dalles is looking to expand the Pocket Park there is a vacant location at the North end of the Pocket Park. The new space would include a Welcome Area, Strolling Path, and Statue Garden. They are also looking to improve the existing area at Pocket Park by adding some shade systems and improving the greenspace. The Klindt family is also interested in expanding the community access to Pocket Park to allow for more of the community to easily access the Park. Catherine Whalen asked if the Board Members needed make a motion to approve the expansion of Pocket Park. Phil stated he did not think so because the main concern from the Port of The Dalles was that NWPRD would also maintain the new space as we maintain the current space now. Tom Peachey asked if we had a written agreement with The Port about the maintenance duties and Phil stated we have an easement in place but not a written agreement. Tom suggested that be something Phil looks into to make sure there is some type of agreement there.

ORAL COMMUNICATION/MILL CREEK GREENWAY cont....:

Phil Lewis provided a quick overview to Bruce Lumber and Paul Holiday about where we are at with the Mill Creek Greenway project. Bruce's main concern is what is the budget for the project? Phil stated that he does not have exact budget figures in place yet for the project, but that he would try to have those in place by the next Board Meeting. Phil also told Bruce about the possible coupling project with the 14th Street Trail that goes up to Sorosis Park View Point and Bruce felt that would be a great idea to pair them up and take on that property. Catherine Whalen gave Phil approval to provide the budget figures for the Greenway Project before next month's Board Meeting if he has them ready before then.

EXECUTIVE SESSION:

None.

BOARD OF DIRECTORS REMARKS:

Tracy Dugick asked if online registration was still set to go live on May 2nd, 2016 and if the staff has been trained on the system. Phil stated it was still set to go live May 2nd, and that the current staff will be trained to use the system. Catherine Whalen suggested that once the pool staff is hired this year to do an official orientation on procedures and policies. Phil stated he would be doing an orientation with the pool staff.

ADJOURNMENT:

Catherine Whalen adjourned the meeting at 6:57pm.

Attested to:

Board Chair

Board Secretary