

PEOPLE • PARKS • PROGRAMS



NWC PARKS & RECREATION DISTRICT

**Northern Wasco County Parks and Recreation District
Board Meeting Minutes
January 17th, 2018
NWCPRD, 602 W. 2nd Street, The Dalles, OR 97058**

Marcus Denney called the meeting to order at 5:30pm.

BOARD MEMBERS PRESENT: Tracy Dugick, Marcus Denney, Annette Byers

BOARD MEMBERS ABSENT: Catherine Whalen, Travis Dray

STAFF PRESENT: Scott Baker, Stacey Ihrig

STAFF ABSENT: None.

OTHERS PRESENT: Tom Peachey: District Counsel, Nate Reagan & Amanda Taskey: Friend & Reagan Auditors, Leticia Valle: Blue Zones

GUEST PRESENT: Kevin MacIntyre, Greg Kaser, Eileen White

APPROVAL OF AGENDA:

Marcus Denney asked if there were any additions or changes to the Agenda. Scott suggested that item nine "Correspondence" be moved to item four and a half after "Oral Communication". Tracy Dugick made a motion to approve the modified agenda. Annette Byers seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES:

Marcus asked if there were any additions or changes to the November 29th, 2017 meeting minutes. No changes were made. Annette made a motion to approve the November 29th, 2017 meeting minutes. Tracy seconded the motion. The motion passed unanimously.

ORAL COMMUNICATION FROM THE AUDIENCE:

Kevin MacIntyre is with The Dalles Farmers Market and asked if The Farmers Market could be added to the February's Board Meeting agenda to discuss the User agreement between the District and Farmers Market. Scott stated they would be added to the agenda.

CORRESPONDENCE:

Scott stated the Farmers Market correspondence in the packet is in relation to what Kevin MacIntyre just requested.

BLUE ZONES MARQUEE PROJECTS – LETICIA VALLE

Leticia Valle is a project manager for the Blue Zones group and she wanted to discuss the Mill-Creek Greenway project which is one of the three marquee projects Blue Zones would like to see happen. The Mill Creek Greenway would project would consist of a trail runs along Mill Creek and connects 2nd street to 6th street. The idea would be that the trail is 10 feet wide, ADA accessible, and have lighting for safety. Leticia would like to get the Board's blessing to move forward with the project since it is on Park's property. Tom Peachey asked if there would be security cameras. Leticia stated that is not something the Blue Zones had talked about but they did talk about putting a phone for emergencies along the trail. Scott added that by having a trail he believes there will be less issues with the transient population camping down by the creek, because there will be more foot traffic. Marcus asked if bicycles would be allowed on the trail and Leticia stated they would be. Leticia also stated that Steve Harris with City planning would like to see the funds for this project to be spent soon and Blue Zones would use those funds for the engineering of the project. One Marquee needs to be completed by April of 2020 and the Blue Zones group felt this was the project to get done first because of the value it will bring to the community and how its effects will serve the overall population. Scott anticipates that if the funds are released to start working on this project and grant funding applies that the project would break ground in Spring of 2019 and be completed by the deadline of April 2020. Scott would like to get the Board's approval to move forward with the project. Tom stated that the motion needs to be along the line of "The Board supports the concept of the project and directs staff to work with the Blue Zone group to finalize details and come back to the Board for approval of the finalized details". Tracy made a motion to approve for District Staff to work with the Blue Zones group to finalize details and come back to the Board for approval of those finalized details. Annette seconded the motion. The motion passed unanimously.

AUDIT REVIEW- NATE REAGAN:

Nate Reagan introduced Amanda Taskey as she assisted with the District Audit Review and then went through the Audit page by page highlighting specific details:

Revenue increased from the years prior mostly due to Enterprise Funds and Transient Room Tax.

Administration expenditures were up by 55k, but the District still spent less than budgeted.

Parks is over in expenditures.

Aquatics are under in expenditures.

Recreation is over in expenditures.

Nate stated it was a big cleanup year because the District cleared out all the little miscellaneous funds and were able to transfer that money into a designated line item in the general fund.

Nate stated the District cleared out all the prior deficit funds which has been needing to happen for a few years and there is 54k left in carry over which is great.

The SDC fund increased but \$48,218 with a carryover of \$261,588.

The Special Funds have been transferred into the General Fund all except the Skate Park fund which is great.

The District goals is to try and not overspend in any departments, to post Budget Meeting notices with in the times required and post them in two public access points such as the Newspaper and on the District website. Make sure there are no mathematical errors in the Budget. Make sure deposits are made in a timely matter. Clear out outstanding checks. Lastly, make sure all invoices have approval and correct account coding.

FINANCIAL REPORT:

Scott stated that the District is 50% through the fiscal year and we are in the process of transferring over the bookkeeping from MCCOG to The City of The Dalles. The District just received a Transient Room Tax for 105k which will put the District at 82% of the Budget in that category. There are some expenditures that will go over such as legal services and tech services. Gorge Net is being billed to Tech Services, but Scott would like to create a separate line item for Gorge Net since it is more of a billing item verses a Tech item. 36k was budget for Parks Contractual Services which will likely not be used up this year so it could be spread amongst other line items that are over budget.

EXECUTIVE DIRECTOR'S REPORT:

Scott wanted to highlight that Stacey applied for her first grant for a snow blower and it was approved so the District purchased a new snow blower. Stacey will be going to the SDAO Annual Conference to a grant writing class in February. The Hattenauher property transfer is complete. It was an equal square foot land for land swap and the Hattenauher's also made a \$500 donation to the District. Annette wanted to know how the Youth Basketball Clinics are going. Scott stated they are going well; John Schacher running the program he is doing a great job we have received a lot of positive feedback.

COMMITTEE REPORTS:

None.

OLD BUISNESS:

Grant Brainstorming

Scott asked the Board last meeting to brainstorm some ideas for grant ideas and bring it back to this meeting to see what they came up with. Annette thinks it would be good to partner with the Blue Zones Group to look at applying grants to some of their projects. Scott got a bid to put in stairs on the side of the pool where there is a slope, but is heavily used by foot traffic and so stairs would be very useful there. The bid came out to \$3100.00 with material and labor. Scott also asked the same contractor for a bid on grading and adding gravel to the Sorosis Trail and that bid came out to 19k. The Board thought those ideas sounded good and told Scott to just move forward with his ideas and whatever he thinks is needed.

City Financial Services Agreement

Scott needed the Board to approve the agreement for The City of The Dalles to take on the District bookkeeping. Tracy made a motion to approve the written agreement for the City of The Dalles to take over Bookkeeping for the District. Annette seconded the motion. The motion passed unanimously.

NEW BUSINESS:

Draft FY2018-19 Budget Timeline and Officers

The Budget Timeline and Officers will work fine for the Board. Tracy will miss a couple of the meetings, but everyone else thought they could make it.

NEXT MEETING DATE:

February 21st, 2018

BOARD OF DIRECTORS REMARKS:

Tracy said that the audit report by Nate was great and that is the best audit report in a while.

Marcus Denney adjourned the meeting at 7:00pm.

Attested to:

Board Chair

Board Secretary