

HIGH DESERT PARK & RECREATION DISTRICT
769 Ponderosa Village, Burns, Oregon
January 14, 2020

The regular meeting of the High Desert Park and Recreation Board was held on January 14, 2020 and was called to order at 5:02 pm by Chairman Tara Woodworth.

Present: Board members present were Tara Woodworth, Becki Graham, Lynn McClintock and Rachel Beaubien

Staff: Ashley Miller & Kari Ott (Oster Professional Group)

Guests: Paula Toney

The Board had a discussion on how long to keep meetings recordings for. Kari will do some research and will ask the Ontario City Recorder.

1. Pool Discussion

Tara opened the pool discussion asking for Paula's opinion on the pool due to her extensive knowledge. Ashley will be off work for a while and there are concerns about getting the pool prepped. The board has been working on a process to hire a pool manager.

Paula cautioned there is not much money in the budget, be careful on how many people are hired. It also depends on pay levels. There were years that the district had financial troubles in the past. The county bailed out the Parks & Rec district at one time. There were no reserves budgeted.

Tara mentioned there used to be an assistant position, however there no longer is. Also, the position wouldn't be full-time.

Paula used to be pool manager & rec manager and had numerous assistant managers in the past. Used to have 2 assistant managers that came on in the spring for a few hours until the pool opened in the summer. Paula was able to find people in the past that didn't mind not working winter.

Becki asked if would be cost effective to hire an outside source (company) to get the pool ready? Paula didn't believe this would be cost effective; it would be very expensive to hire an outside party to do this. Someone in town would be more feasible. Paula used to have a list of opening and closing the pool tasks for the year.

Becki just would like to make sure that the facilities are working.

Paula stated that even contractors may not know the old outdated system at the pool.

Lynn would like to address old system. We are considering a replacement for the pool and the board has been told numerous times in the past that it has always been done this way. Ashley had previously given Lynn a list of what needs to be done for the pool. Ashley clarified that the entire list didn't need to be completed in order to open the pool.

Lynn would like to know what funds started the pool. Paula gave the following pool history:

Anderson's donated \$50K to get the pool going, but a tax base was needed to keep the pool going. In the 60's a taxing district was created. Funding ran out and \$25K was still needed to have a covered pool. That was never done. The goal of the pool was to attract people and increase safety. Drowning rates for communities without pools are higher.

Lynn stated that it seems there have been large amounts of funds used to replace and repair similar items in the pool. Parts don't seem to stand up in our extreme weather.

Paula discussed that the shell (pool itself) does not need replaced, it has been core tested. Not cracking where it was leaking water.

Lynn wanted to know if the pool leaks some? Paula stated that shell doesn't leak, but the pipes maybe do.

Paula asked if there was talk about closing the pool? If that is done, it will never get opened again. There are places especially in the piping that would have to be totally replaced, they are grandfathered in. This topic has come up in the past and the district, hired an architect and tried to get a levy and looked at the operating costs of an indoor pool. A community of our size can't afford the operating costs of an indoor pool. Electricity itself would cost over \$100K. Looked at a Three Phase Process of Pool Improvement.

Becki asked if pumps have been replaced on an ongoing basis? Paula answered yes pumps have been replaced. Paula got grant in the early 2000's and got state of the art pumps etc. Replaced the system. The contractor did the plans for free as a favor and were able to be grandfathered in. Currently, still top of the line equipment. That is still in good shape.

Lynn as been researching and looking at four pools in study with our weather extremes. It appears that the last major pool update appeared to be in the 2000's with grant funds. Last year there was a new chlorinator and the baby pool was redone.

There have also been pool tiles etc replaced

Paula feels that the pool equipment is in good shape except the water heater.

Tara feels that the district should continue to do baby steps.

Paula discussed when the tax levy that expanded borders of the levy that was tried with a big renovation of pool. The tax levy was voted down huge. The board did a great pitch and had great support; voters did not pass it. This is when the out of district fees were implemented. Therefore, there is only a small park district. Grant County Park district is huge and brings in at least twice as much as ours.

Tara questioned if it is possible to redraw map. Paula stated that when the map was draw there were some areas drawn out in order to get enough votes to get the levy.

Lynn wanted to know the last time tennis courts and the pool were used for school curriculum and also if there could be swimming lessons available at the high school.

Paula stated that the high school donated the land for the pool/tennis courts so there is an agreement that they can use the facilities at any time. Tennis courts are currently used by the high school. Swimming lessons have not been used by the school in the past. Some years if the weather cooperated

and the pool could be opened before school got out, it was offered to the school for swimming. Solar panels will not heat the pool.

Lynn referenced the list Ashley had shared items such as shell cracked, dive well needs replaced, drains connected to the concrete eroded, tiles need replaced along the shell, deck replaced and textured to meet code (we get by using painted squares), drains on deck need replaced. Should we renovate, repair or replace>

Paula stated all items are accurate and have been since 1970. The drains haven't worked since 1970, tried to clear out but initial design has hairpin turns. They have been replaced and still continue not to work. Paula doesn't feel it would deem closing the pool. Cracks painting etc. have been repaired before and been grouped in. Those are items that will happen no matter what type of pool.

Ashley asked Paula if she agreed the issues are mostly beautification?

Paula replied yes, she was very impressed with the baby pool. Projects like that would be better at this point to do small steps rather than tear everything out. Maybe tear out part of the deck at a time? That way it wouldn't affect grandfathered in items. Paula wouldn't recommend start doing major renovations. Could do cracks, painting & tiles at one time, then could replace the deck. Core testing – Good for another 50 years. Good concrete.

Tara said there are many reasons closing the pool would be devastating. Board agrees this is not something being talked about.

Paula recommended having a plan in place first and funding in order to get it fixed.

Tara discussed there is always normal maintenance to get the pool open (painting etc.). The issue is timing to get stuff done.

Paula said tiles on the top really need to get done, and then fixing cracks and painting.

Tara mentioned there were some bids on pricing on things that won't ever happen and asked contractor for recommendations of priorities.

Paula mentioned at one time fixed cracks and tiles, pool was a couple of weeks late opening.

Nick said it is difficult getting people to Burns to get contractors.

Tara added it increases costs to get people here to do it.

Paula informed the board one of the Peterson's from Burns (Terry) was a pool contractor at one point.

Scott Smyth joined the conversation; Paula doing tile, pulled corner and whole side of the pool came out. Paula pretty much on top of the pool stuff. Core samples said not to touch it, it was good concrete. Panic wasn't founded.

Tara mentioned the core customer base (kids) aren't noticing.

Rachel said the board had conversations about costs of replacing tile etc. not replacing shell have been discussed in the board meetings.

Tara discussed that tax levy doesn't go good here.

Scott discussed that Paula did a lot of research at the time of the attempted last levy. Electricity was higher than our tax base.

Ashley asked why don't we keep pool open after school?

Paula discussed it gets cold in August and costs a lot to heat the pool even with a blanket. Swimming lessons are shut down swim lessons the first of August. Also, there are staffing issues. Not a lot of users after the first of August. Over the years the hours have been reduced based on usage.

Pool participant numbers are down in the start of August.

Nick mentioned it is difficult to keep lifeguards anyway.

Thank you to Paula and Scott, finished at 5:37 and Scott will leave.

Tara asked if Ashley has any concerns, do you want to hire someone on maternity leave, hire someone to help get the pool ready? We need to get the pool manager job flow.

Paula recommended having the pool manager maybe April 1 to September 30.

Becki asked when do we start? Discussion on starting April 1st.

Tara discussed we need to fly the job sooner rather than later. The maintenance doesn't need a huge skill set.

Paula – Guards could come in and do that, but need supervisor

Tara as what is the timing? Ashley answered as soon as mother nature allows. It would be good to have hired by April 1st. Job description needs to go out by next meeting in order to hire by April 1 and start around the 15th.

Paula stated that maintenance used to start May 1st. Used to start painting (indoor) in Sept for the next year. Some will need to be done in the spring.

Ashley asked If spares are painted in September will they stay? Paula said no, they have to be done in the spring. Inside painting could be done in the fall.

Tara asked if there is any possibility that Mr. Reconzone's construction class could help?

Paula asked if the board wants to save money for the pool? Or indoor like ceilings, stalls etc.

Tara explained that Mr. Reconzone's class advertised a donation to the program would be payment required.

The board thanked Paula for coming. Ashley will get a plan together on what needs to be done.

2. Minutes from Last Meeting

Lynn motion to accept minutes as presented, second by Becki. Tara stated thank you for thorough minutes.

3. Revisit Action Plan

A. Workman's compensation

Ashley stated WHA is who worker's compensation is through

B. Cameras for pool

Ashley can't get in touch with Boyce

Paula mentioned that the school got Arlo cameras.

Tara recommended that Ashley could text Boyce.

C. Discuss questions on manager job – Did the board meet? The board did not meet.

D. Ashley made withdraw sheets

E. Ashley contacted the paper about meeting changes.

F. Signers did not change since Brandi resigned.

G. Deanna Atwell is supposed to email background check policy, Ashley hasn't seen anything yet.

H. Solutions CPA's will do a review for \$5,000 -OPG contacted

Becki moved to approve review for \$5K from Solutions CPA to do box review for 2018-2019. Second by Rachel.

How much for audit? Kari estimated a minimum of \$7,000 to \$8,000

An extension was applied for and it was denied, we can apply again after we contract with the auditor.

Motion was approved unanimously.

3. Financial Report

KJO went over the attached report really quickly. The financial report is signed by the board.

Rachel motioned to approve the financial report, seconded by Lynn. Motion was approved unanimously.

4. Managers' Report

See attached report.

Boys basketball about to start.

Girls Basketball done

5. Managers Job Description

Tara went through comments from Nick and Ashley and wrote some comments addressing those. The comments came from Tara, not the board as a whole, the board did not meet.

Rachel asked Ashley if it was ok to do this in open session, Ashley confirmed she was ok for it to be in open session.

Becki thought that we were at the process on the contract that all we had to do was add the letterhead and the board had voted on it and agreed to it. Not sure when all the discussions came in.

Tara just figured if there were some clarifications that need to be done.

Ashley had not signed it.

Becki said we were not able to print it otherwise she was willing to sign it. Ashley was going to unify it and put on letterhead with the rest of the contracts. Questions were already answered.

Lynn asked Ashley are you not wanting to sign the contract?

Ashley wants questions answered first.

Nick stated he is not sure the employment contract is like a normal job description. Nick got involved when someone was playing hardball with maternity leave.

Becki mentioned job description started with job duties from Ashley.

Ashley said she got Nick involved when questioned about bringing kids to work. Ashley asked Paula if she brought her kids to work.

Paula said no, I didn't bring kids except a little at the pool.

Lynn asked Nick, do you bring your kids to work? Nick replied not often.

Nick asked what is the maternity leave policy? Tara replied It is based off of OMFLA.

Nick asked if there are no benefits. Board discussed that the only benefit is PERS.

Becki had to leave the meeting.

Discussed the district is a special district, not the county. It doesn't follow county benefit plans and leave policies.

Paula stated that she had previously negotiated that the district pay employee 6%. She didn't want health insurance. Paula also mentioned that if negotiated health insurance it wouldn't be good insurance.

Nick asked about dental and vision only, not health insurance.

Lynn discussed the raise previously given to Ashley based on input, Ashley & Nick.

Nick mentioned in the last 5 years if she went on vacation she is on salary, so she still was paid. Last time she had kids she didn't take much time off.

Paula discussed hours when she was hired. How they flexed hours based on seasonal and busy times.

Tara stated If you are off on leave, it is not paid. Tara discussed with Ashley that when Tara she worked a little on maternity leave and got paid for the hours she actually worked.

Nick asked with the 50-week contract, is she is basically given 2 weeks paid time off?

Lynn stated that philosophically this is a small operation, we could pay everything into salaries and benefits and have no operating costs. Discussed we are not part of the county budget.

Paula asked if the wording should change to actually put it in as full-time? It looks like she is laid off for two weeks.

Rachel confirmed yes, it needs to be worded differently.

Paula asked Is two weeks leave normal

Lynn replied that not every entity gives two weeks. Sometimes you are lucky.

Discussion on local government district, not county funded

Lynn asked Tara, do you pay vacation and salary over time? Tara, yes after a certain amount of time.

Ashley stated she was hired where it was flexible and all the perks that was given with the job are being removed.

Nick asked is the work not getting done? Ashley added she hasn't gotten an answer about this.

Tara stated the questions and contract came from the fact we are tax funded and all the policies etc. make us accountable to our citizens. It wasn't intended to be an attack.

Rachel added that is why we asked for job descriptions from Ashley. We are trying to formalize what is going on.

Lynn confirmed she believed the board wanted consistency and formalization. The board kept hearing there was no training.

Nick understands the district is levied off taxes. He believes that it should be like county especially leave. No holidays mentioned. Nick looked up county benefits, federal government etc.

Board discussed the district is never going to match the county or federal government benefits.

Tara said that other than the raise, there has been no other negotiations of benefits etc. Could we be on the county benefit package? However, we are not truly county employees.

Rachel stated the district board set our own policies.

Nick asked if all parks had rec have no benefits.

They are varied over the state.

Lynn stated she believes the board is looking to elevate position to manager by adding pool manager.

Nick stated she is out money if she wants to take leave.

Lynn replied I worked in public sector and people who ran out of sick leave didn't get paid.

Nick said yeah, she has no leave.

Rachel asked If we re-word the leave issue are we good?

Nick replied yes that is the major hang up, it seems like she has to work every week 35 hours a week 50 weeks a year and off two weeks.

Rachel stated wording should probably be changed to list holidays, and leave.

Nick compared the district with the federal government. Board discussed that this isn't a governmental job, it is not comparable.

Tara clarified, the agreement should say, this is the salary – 35 hours a week 5 days a week 2 weeks paid time off.

Rachel agreed that was the original intention.

Lynn mentioned the biggest public complaint was the office wasn't covered. This is why we had set office hours.

Ashley replied, this makes me laugh, 6 months I have seen 4 people.

Lynn said, this is not the point, people should have the opportunity to come in and it also gives you time to organize and make it well-greased.

Ashley added Lynn your stance is that the director is only in the office 12-2.

Lynn replied no, that was just the complaints. That's why we moved to set hours. This is a public office and we are a public entity. To move forward and smoothly run the department, then the commitment needs to be we can come in and get information when needed. Public could come in and ask questions about items such as why is the pool not covered etc. She can be PR for the district.

It was agreed that during the pool season, office hours are at the pool. However, with a pool manager that could be changed.

Nick asked what about the "studies local conditions" section? It should be all about kids. Senior Center would be for adults.

Rachel replied this is strategic planning.

Lynn mentioned we don't have a mission statement.

Nick said you have your own agenda

Lynn replied young people want ultimate frisbee, people with a hike club. Why can't we expand

Ashley stated we have tried; people say they are interested and then nobody cares. Nobody seems to come.

Tara replied we don't want to compartmentalize; we can get volunteers.

Lynn discussed we need to show interest that we want it, we need a vision for it. We are here to help you There needs to be a plan with long term and short-term goals.

Ashley was concerned it is being portrayed that she doesn't want to help people.

Discussions that organizations need to have a direction to where to go and a plan. Long-term and short-term goals.

Yes, if we could get people super passionate (like Chelsey with cheerleading). You won't have to knock on doors etc. Maybe we could do something annually.

Nick mentioned the district could grow especially if there is more staff.

Tara stated there have been different things that have been tried.

Lynn suggested classes like the walk with ease course, do it in sections like swim lessons and seasons. Senior Center has some programs.

Paula mentioned they have been tried in the past.

Lynn clarified a misconception that the senior center has park & rec district for seniors.

Nick stated they have programs correct?

Rachel replied why couldn't we also have programs.

Nick commented what do we need park & rec for? A frisbee tournament could be organized easier than park & rec.

Lynn asked why is that happening, why is it not through park & rec?

Tara stated with anyone new, run funds through park & rec for insurance. They don't always want to play by the rules.

Rachel stressed we need to be signing an agreement

Lynn felt we needed a tighter handle since the board are the fiduciary responsibility. We don't want to get sued.

Rachel asked where are we at? We agreed...Are we considering it approved with the exception of the section with the weeks etc.

Discussion on agreement wording changes for leave etc.

Tara said do we want to clarify it now? Or next meeting. Here is the annual salary required to work 50 weeks (two weeks leave). By law required to have 40 hours of paid sick leave per year. Only have to follow sick leave law if 10 or more employees. Have 2 weeks' vacation and one week sick. Oregon Family Leave Act – Allowed family leave could have up to 12 weeks. If she works on a part time basis during the 12 weeks, does she track her time and get hourly?

Discussion of 52-week contract, 1 week sick, 2 weeks' vacation and add list of holidays. Sick leave law discussed, Park & Rec not required to follow OR sick leave law with not enough employees.

Discussion of possibility of Gym supervisor, in order to supervise students etc. while Ashley is on leave. Set up forms etc.

Discussion that a sick & vacation leave policy needs set to figure out carryover possibility etc.

Tara stated that once we know when you will come back and how much time taken off, can we prorate pay.

Discussion that tracking hours and turning in hours worked would be the cleanest and easiest way to keep payroll accurate.

Rachel made a motion to approve the contract as written with exception on clarification of work week 35 hours week, 52 weeks year, 2 weeks PTO and 1 week sick (70 hours and 35). Observing 6 major holidays (Christmas, Thanksgiving, Memorial Day, New Years, Labor Day, 4th of July). Seconded by Lynn. Approved unanimously.

Rachel will fix the agreement and Ashley will put it on letterhead.

Tara mentioned that Brandi had said Ashley needed to find her own replacement when out on leave. Tara said it is not in the agreement. Tara discussed with Ashley, if there were things that need to be done...If mail had to be picked up or deposits made. Ashley, would you be willing after the baby is older? Ashley replied yes.

Lynn mentioned it is a nice presentation by Ashley and she supports the memo. (See attached memo from Ashley). Lynn would like to use Josh as much as possible.

Ashley feels she is covered, wouldn't need someone in the office. Josh has a full-time job already.

Discussion that a sign could be on the door to call Tara for emergencies. Tara will be willing to bring stuff to Osters, get mail etc.

Ashley is planning on full-time again after two weeks without set office hours until baby is on schedule. It may be as it goes, whatever works for Ashley.

6. Check Signers

Lynn make a motion to have Tara Woodworth, Rachel Beaubien & Ashley Miller as check signers. This will add Rachel to the already approved signers. Seconded by Rachel. Motion carries unanimously.

7. Osters

Tara - In lieu of what Osters has dug up in setting it all up and the time it has taken. Would like pay one month of service as a thank you for time and effort. More than earned. Budget should be available since contract is less than the individual contracted originally.

Lynn asked would we want to negotiate the contract?

Rachel – no it would not be necessary over time.

Lynn make a motion to pay an extra month contract salary for the good work to clean up mess. Second by Rachel. Can include in the next month bill. Motion passed unanimously.

8. Brandi Fulton Resignation

Rachel motion to accept Brandi letter of resignation and advertise for open board position. It would be a 3.5 year remaining position. Second by Lynn. Motion passed unanimously.

9. Table Items

Board decided to table the following items:

Mission Statement

Men's League

Nature Trail

10. Concluding Remarks

Ashley asked if we need to schedule an executive session meeting? No per Lynn.

Tara adjourn at 6:57 p.m.

Respectfully submitted,

Clerk

Chairman

Next Meeting: Monday February 17, 2020