**Morrow County Unified Recreation District**

Meeting Minutes – October 20, 2022

Boardman City Hall

Boardman, OR

**Roll Call:**

Board members present in person: Cyde Estes, Barry Turner, Bob Byrd, Executive Director Katie Murray, Linda LaRue, Rick Stokoe

Guests: David & Charlene Cooley, Stacie Eckstrom

**Meeting called to order:** Meeting was called to order at 7:01pm by Cyde Estes.

**Introductions:** Stacie present as Wheatland Representative, and David and Charlene Cooley are here on behalf of the Irrigon Watermelon Festival.

**Minutes:** The minutes for June, 2022, District meeting were reviewed. Rick moved the minutes be approved as presented. The motion was seconded by Barry and passed with a unanimous decision.

**Paid Bills:**  After review, Rick commented on check #1303. Katie explained that check has been voided. New check to Visa account is #1309. Cyde asked if there were any questions or comments and there were none.

**Old Business:**

**Request for Funds:** David and Charlene Cooley presented a budget and proposal to have fireworks at the Irrigon Watermelon Festival in 2024. This request is to celebrate the 40th anniversary of the festival. Charlene presented two options for fireworks, with of the 25-30k for 20–30-minute show. Cyde stated that we have the budget available for this. Rick asked if they need to pay upfront. Charlene said they do request a down payment of 25% now. Barry in favor, Linda seconded, and passed with a unanimous vote for funding and to authorize Katie to make contract, and sign immediately.

No other request to review.

Stacie Eckstrom with Wheatland gave a review of special districts insurance changes. SDIS is seeing a 5% increase this year, and an additional increase possible after Hurricane Ian. Rick asked when to expect the increase. Staci reported that increase in property will occur in 2023. Cyde remarked that we don’t have property so this is not a huge concern for the district. We can expect a regular increase.

Cyde commented that we will need to set up a bond for Katie, and that she will need information on what the state requires. Cyde mentioned doing a 125k bond. Staci mentioned that would be able 600/year. Stacie will send information on the bond next week. Cyde makes a motion to bond Katie for 125k, Rick seconded, unanimous vote.

**New Business:**

**Annual Meeting Schedule**: Katie told the board they can expect a final board meeting schedule for 2023-24 before the holidays.

**Authorization of Credit Card:** Katie requested separate authorization for maintenance on the credit card, including access to statements, payments, and ability to inquire about changes or interest charges.Cyde makes a motion to approve, Linda seconds, and passed with unanimous decision.

**Authorization to purchase new logo:** Katie requested authorization to purchase graphic design services to create logo for MCURD. The total for the design is $1,000, with $500 deposit required to start the project. The additional $500 when the project is complete.Cyde makes motion, Linda seconded, unanimous decision.

**Authorization Bill Pay Limits:** Katie requested authorization for designated limit on paying regular operating bills under $500. Cyde makes a motion, Linda seconded, and passed unanimously.

**Streamline Contract:** Katie has officially started to build out the new website for MCURD using the special districts website platform, Streamline. She is requesting authorization to purchase their webhosting services for the year at $1,200. Rick makes a motion, Barry seconded, and passed unanimously.

**District Emails:** Rick mentioned possible interest in mcurd.org email address for both board and staff to help keep things organized. Linda mentioned difficulty of having multiple emails. Katie said she will still look into it for the board if that is the preference for the majority.

**Chamber Memberships:** Katie has requested that MCURD become a member of all 3 chamber of commerce in Morrow County. Rick said this is a great community outreach idea. Cyde makes a motion, Linda seconded, and passed with a unanimous decision. Katie will work on getting these memberships set up in the coming weeks.

**Contract updates:** All January contracts have been prepped and are ready to send.

**Treasurer’s report:** Reviewed balance and Cyde reported that all looks good.

**Requests**: Cyde requested that Katie be sure to provide any updated passwords to Cyde, and to send any financial expenditures to the board by email monthly. Cyde also mentioned to add IWF contract to the contract criteria list.

January 26, 2022 - Bartholomew Building - Heppner at 7:00 pm

 **Pending:**

* First Responders Event
* Policy Manuals

There being no other business before the Board at this time the meeting was adjourned at 8:31pm.

Respectfully Submitted by

Executive Director, Katie Murray