

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

August 18, 2022

The regular meeting of the Clatskanie Park & Recreation District was called to order by Roger Jolma, Vice Board Chair, at 6:00pm, on Thursday, August 18, 2022, at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

Board members in attendance: Brian Guinther, Glenn Raschke, Roger Jolma and Dave True.

Board members absent: Andrew Mustola

Virtual Attendees: None

Pool manager – **Present**

Eric Dufresne, park maintenance supervisor – **Present**

Cyndi Warren, District Bookkeeper & Operations Manager - **Present**

VISITORS

Brayden Day – Yoga in the Park (see new business)

EXECUTIVE SESSION – ORS 192.660(2)(a) to consider employment of a public officer, employee, staff member or individual agent.

None

REGULAR BUSINESS:

Director Guinther made a motion and Director Raschke seconded that the May & June meeting minutes, as well as the June budget hearing minutes be approved as presented; all in favor in attendance.

Andrew – absent, Roger – yes, Brian – yes, Glenn – yes

Director True made a motion and Director Guinther seconded that the bills be paid; all in favor in attendance.

Andrew – absent, Roger – yes, Brian – yes, Glenn – yes

REPORTS/OLD BUSINESS:

• **Pool – Cyndi**

General Pool Operations & Recreation Report

- Pool closing for the season the week of September 12th.
- More than 300 kids and adults went through swim lessons this summer.
- Employee handbook training has been completed.
- The district manager presented a couple of options for recreation opportunities for next year; frisbee golf and/or sand volleyball pit. Eric will investigate the frisbee golf option and Cyndi will continue to investigate the sand volleyball pit option.

• **Park – Eric**

Kiwanis Kiddie Park Fall Protection Project

We are still waiting for a date from Jammies for the sand removal. Once we have this date, we will coordinate the rest of the work to be done; adding bark chips, scraping the bank (planting grass?), grinding the stumps and planting Dogwood trees. Likely the park will be closed for about a week while this work is being done.

Baseball Field Lighting Replacement

This project has been completed. The district manager will apply for the SDAO Safety and Security Grant for possible reimbursement of part of this project cost.

Softball Scoreboard Project

Brian Fawcett with the PUD has stated that the PUD will get power to the scoreboard at no charge to the District; he just asked that the District have their electrician contact him.

Cyndi has reached out to Bill with Vilardi Electric (a couple of times), and he stated that he would get in touch with Brian to get this project completed. **Nothing new to report currently.**

Skate Park Maintenance

Eric would like to schedule another community paint day in mid to late September.

The temporary fence along the slough has been installed and the local skate park users seem very happy with the additional barrier to the slough.

City of Clatskanie Service Agreement

Cyndi did some research trying to find the original stated purpose of the Park District when it was created from the Clatskanie Area Recreation Endeavor; the District was formed in 1966, but the original purpose of the District creation paperwork has not been found. There are concerns that it was lost in the flood of 1996, as all the park documents used to be stored in the pool boiler room before the flood. Cyndi has been in contact with the County, and they do not seem to have the origination paperwork (it is required to have these documents now, but back then it was not required that they keep them). Cyndi has also been in contact with the SDAO to see if they can provide some help on this matter. If the District is going to pursue changes to the Service Agreement with the City of Clatskanie, starting at the beginning of the formation of the park district might be the best plan. However, as the swimming pool was the beginning of all of this, it would seem that the board's priority with regards to funding, maintenance and operations should continue to be the swimming pool.

Dave True is going to go to the City and look their old files to see what information they might have to further clarify on this ongoing situation.

Monthly Safety Inspections

The Board requested that Eric (and the Pool Manager when the pool is in operation) keep a binder of the required monthly safety inspections being completed during a safety committee meeting and the binder be available to the board for review at the monthly board meetings. **If a safety issue is determined, it must be placed on the inspection form and then once the safety has been corrected, that must also be logged on the inspection form. To be left in the minutes as a reminder.**

Digital Support Services Requests

Website Update – Director Raschke continues to manage the website.

Facebook Update – The District Manager will continue to manage the Facebook page.

NEW BUSINESS/UPDATES: See Also Pool, Park and Board Business

Yoga in the Park with Brayden Day

Brayden Day presented a proposal to teach Yoga in the Park.

His class will be about 1 hour, and he plans to charge \$15-\$20 per person (per session?)

Director True made a motion and Director Guinther approved this upon approval from SDAO, proof of business license and that he would work with the District manager for scheduling on the calendar; all in favor of those present.

Andrew – absent, Roger – yes, Brian – yes, Glenn – yes

Picnic Table Overhaul

The District has approximately 20 picnic tables that need complete reconstruction (replace all boards, brackets, screws). At one time the Kiwanis used to take care of this project annually; however due to low numbers of volunteers this project had to be sidelined for the Kiwanis.

The total cost would be approximately \$3,300; Eric and his crew will work on this project throughout the winter.

Appoint Budget Officer

The board appointed Cyndi Warren as the budget officer.

Board Member Elections

Tabled until we have a full board. Director Mustola absent.

Landscape Maintenance Agreement with the Clatskanie Library District

The librarian has contacted the district manager about a possible MOU for the park maintenance crew to maintain the library’s property; Eric spoke with her and feels this is something that he and his crew could do once it was all cleaned up for about an hour a week. There would be some significant time spent getting the property cleaned up, so this would have to be worked into the park maintenance schedule.

The board suggested a 30-day trial once an MOU could be drafted and approved by both entities.

The district manager will work with our attorney on this matter.

DISTRICT MANAGER’S REPORT:

None

BOARD REPORTS:

Meeting adjourned at 7:26pm.

The next regularly scheduled meeting will be held on Thursday, September 15, 2022, at 6:00pm

Approved By: _____ Date: _____

District Mission Statement

‘To plan, develop and maintain recreational facilities, as well as support programs for the benefit of our community.’