

**CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES & BOARD WORKSHOP**

April 21, 2022

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 6:28pm, on Thursday, April 21, 2022 (immediately following board budget workshop), at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

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

Board members absent: None

Virtual Attendees: See below

Pool manager – **Absent**

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

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

VISITORS

Brandon Schilling (in person) and Jasmine Lillich (virtually) – Clatskanie Farmer’s Market (see old business)

Jim Gibson (virtually) – Clatskanie Library District

The Library District is having a survey done to determine actual property lines in Cope Park. Jim will happily share the results of the survey with the park board when it comes through.

Jim apologized on behalf of the Clatskanie Library District for removing the tree by the Veteran’s Memorial, as it was originally thought that it was on Library property.

Lillian Grimes (virtually) – Did not speak.

Dave True – Vacant Board Position Applicant

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

None

REGULAR BUSINESS:

February and March’s meeting minutes were presented for approval. Roger made a motion and Brian seconded that the minutes be approved as presented; all in favor.

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

Andrew made a motion and Brian 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

- Roger made a motion and Brian seconded that the District accept the proposal from Hargrove Fence for the dark grey slats at the end of the pool fence enclosure on the splash side for \$2,205; all in favor.
Andrew – yes, Roger – yes, Brian – yes, Glenn – yes, Dave – yes
- Cyndi has met with the 5 senior guards (4+ years with the pool) and they are on board with for the upcoming season. They will be looking at the proposed swim lesson schedule and pool schedule and providing feedback.

- Cyndi will be meeting with the returning guards (1+ years with the pool) this Saturday to update them on the upcoming season.
- Anderson will be here in the coming weeks to fix the pool surface and take care of some other maintenance items, as well as get the pool up and running and provide training to the park and pool staff as available.
- Cyndi is working on getting a Lifeguard Instructor to come to the pool and certify the new applicants.
- The board stated that in the capacity of pool manager, Cyndi will be paid at the rate of a first-year pool manager.
- We will continue to look for a suitable Pool Manager and an assistant or two.

- **Park – Eric**

SDIS Safety Walk-Through – Moderate Issues

Roger is going to reach out to CSS or Jammies about getting the sand sucked out; saving manpower and time. He will have them get in touch with Cyndi.

Red swing set (Kiwanis Kiddie Park) – bark chips and barrier to be added as time and staffing allows.

Blue swing set (Kiwanis Kiddie Park) – bark chips and barrier to be added as time and staffing allows and all attachment points checked.

Longview bark chips provide good fall protection.

Minor Issues – Cope Park

At some point all current exercise pad surfaces will need to be removed and bark chips added.

The removal of trees and bushes that have been overtaken by the blackberries are planned for removal this Spring when the ground dries and equipment can be safely used in this area.

More appropriate trees and bushes will be planted later.

All of these projects are going to have to wait at least another month until the ground dries out a more.

Baseball Field Lighting Replacement

Baseball field lighting repair project still needs 2 more quotes. The District currently has one quote from Rawhide Electric in the amount of \$6,049.86.

Rawhide Electric will work with Eric on when the ground is dry/hard enough for heavy equipment to on the field; the plan is to have this project completed before July 4th if possible.

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.

Trees & Stumps along 5th Street

The board will continue to investigate possible tree options along 5th Street as planting is suggested in the Fall. The board will revisit the tree options, likely some kind of Dogwood, and make a decision at their September/October meeting.

Skate Park Maintenance

This project is scheduled for Saturday, May 21st at 9am. Volunteers welcomed. The skate park will be closed to the public on Saturday and possibly Sunday.

Boulder Perimeter Fence in Park

Roger made a motion and Andrew seconded that Phase 2 (from the snack shack, in front of the restrooms to the road) be completed; all in favor. **Andrew – yes, Roger – yes, Brian – yes, Glenn – yes**

It was also decided that smaller boulders be placed around the gazebo, as the bigger rocks are overpowering the area.

Part-Time Seasonal Landscape Maintenance Ad

Board approved the ad and the hiring of at least 18+ year old’s for summer help in the park.

City of Clatskanie Service Agreement

There was some discussion about asking the City to commit a dollar amount in their budget each year for preventative maintenance; once a new service agreement is ready for discussion, this can be added and/or negotiated.

At the Board’s request, Cyndi reached out to the attorney that helped the District write up the current service agreement in place, and he suggested starting with an informal conversation with the City Manager about possible changes.

The Board asked that Cyndi draft up a proposed communication for their approval.

Homeless Camps (House Bills 3124 & 3115)

Response from the City:

1. If you have a homeless person camping in the park, they can do so during park hours.
2. If we still have posted closure signs (i.e. Park closes at 10pm), then we are legally able to enforce that close. We can ask the S.O. to go through the park after closing and trespass people.
3. There is still a lot of ‘fallout’ from the house bills (MB 3115 & HB 3124), so as of now, working with the S.O. to trespass people is the way to go.

Farmer’s Market and Cope Park

The board has agreed to void the \$510 facility use charge for Cope Park this summer for the Farmer’s Market, but has asked that someone from the Market board come to a park meeting in October or November to continue conversations with the park board on how the summer went for the Market and how it went for the park staff, to determine IF a fee will need to be discussed and/or implemented for the 2023 Farmer’s Market season.

Cyndi will send an updated Facility Use Agreement to Jasmine, the Market President.

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 – The May 21st Skate Park maintenance work day will be published and posted with a request for volunteers, as well as to notify the public of the closure of the skate park while this is being done.

Facebook Update – The Clatskanie Swimming Pool Facebook page belongs to the City of Clatskanie and is not managed by the District. If there were things posted to that page from the District employees, it was by mistake.

Cyndi will continue to work to get access for Glenn to the Facebook page for updating.

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

Appoint New Board Member to Position #2

Roger made a motion and Andrew seconded that the Board accept Dave True’s application for replacement of John Hazapis’ vacated board position (#2) and be appointed until the term ends on June 30, 2023; all in favor.

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

2022-2023 Bookkeeping Contract

Andrew made a motion and Brian seconded that the District accept the bookkeeping contract with CMW Books, LLC. In the amount of \$3,413 a month for 2022-2023; all in favor.

Andrew – yes, Roger – yes, Brian – yes, Glenn – yes, Dave - yes

Agenda Approval Process

Due to some concerns with how the agenda was being presented to the public, possible before being approved by the board, it has been decided that the agenda will be sent out to the board members for their approval before being published or provided to the public.

Touchless Sinks & Toilets in Locker rooms at Pool

Brian made a motion and Andrew seconded that the District hire Sessions Plumbing (the only plumbing contractor who responded to the request for quote) to replace all the sinks and toilets in both the boys and girls’ locker rooms with touchless equipment in the amount of \$40,797; all in favor.

Andrew – yes, Roger – yes, Brian – yes, Glenn – yes, Dave – yes

This project will be done next budget year in the fall when the pool closes for the summer.

DISTRICT MANAGER’S REPORT:

BOARD REPORTS:

Roger mentioned that the District should revisit the removal of the score booth as it cannot be used in its current state and the cost to rebuild is too much, so maybe a different storage alternative could be discussed. He would also like Eric to check into why the sport court lights are on after hours.

Brian mentioned the status of a grant for the Sport Court project; at this time the project is on hold at least until Fall.

Dave – Nothing

Glenn – Nothing

Meeting adjourned at 8:13pm

The next regularly scheduled meeting will be held on Thursday, May 19, 2022 at 6:30pm (immediately following the budget committee meeting)

Approved By: _____ Date: _____

District Mission Statement

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