

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

December 21, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 6:04pm, on Thursday, December 21, 2023, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Roll Call of Board Members: Andrew Mustola, Roger Jolma, Casey Twining, Glenn Raschke (left early) and Brian Guinther

Board member(s) absent:

Virtual Attendees: None

Interim Pool manager – **Present**

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

VISITORS

Karen Marx – Pickle Ball/Sport Court Grant Update

Karen came to update the board on her plan to move forward to seek a grant for this project through ORPA. Her plan is to seek the City Council's blessing at the January council meeting and to let the board know that a public survey is being created and will go out on social media to get public feedback on this project; once completed, she will update the board (and City) on the results.

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

None

BOARD BUSINESS:

SDAO Annual Conference is in Seaside this year (2024) and the dates are February 8-11.

Directors Raschke and Twining are planning to attend.

A copy of the Board Manual was provided for each board member for their review. Richard Stellner, one of the District's HR consultants, made the required changes/updates based on new rules/laws (they are highlighted).

Confirmation that the board approved the manual with the updates.

Director Raschke updated the board on switching to a .gov email domain and setting up emails for each board member; he is working with Streamline (the District's website company). The suggested .gov domain switch is on hold until January or February of 2024.

REGULAR BUSINESS:

Director Mustola made a motion to approve October's meeting minutes as presented and Director Guinther seconded; all in favor of those present.

Director Mustola made a motion and Director Guinther seconded that the bills be paid; all in favor of those present.

REPORTS/OLD BUSINESS:

• Pool – Cyndi

General Pool Operations & Recreation Report

- No start date from Session's Plumbing as of tonight's meeting on the men's locker room project; they are still waiting on delivery on some of the project items.

- **Park – Cyndi**

Park Operations

Eric has quit and Bill is being promoted to park maintenance lead/foreman; this will, of course, come with a pay increase. Bill has expressed some concern about the pool responsibilities; Cyndi will be working with him and Anderson PoolWorks to make sure the pool maintenance is kept up to date, while we continue the search for a permanent pool manger.

Rawhide Electric:

It was determined, after a conversation with the City crew, that we do not need to have Rawhide Electric come back to modify the floats/tank on the septic system. They (the City crew) are making it work as it is and are working to install a sensor system that will provide an alert before the tank overflows (backs up into the restrooms).

The safety issues identified by SDIS are being addressed as time and weather allow.

The green merry go around has been taken out of service; it will need to be determined if it can be repaired or will need to be replaced.

The large wood play structure is going to have to be replaced; the wood is rotten and split and metal slides are a safety concern in hot weather.

It was mentioned that the play structure at Cope Park will also need to replace the metal slides with plastic and the landing needs to be resurfaced.

The swings in the Kiwanis Kiddie park all need to have their attachments repaired or replaced. You should not be able to fit a dime between the closure.

The district manager will be working with the Kiwanis for possible funding on a replacement structure in the Kiwanis Kiddie Park.

Nothing new to report on this project as of tonight's meeting.

Monthly Safety Inspections

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

Discuss and Approve 22/23 Annual Review

This is to be tabled until the January meeting.

SDAO Recreational Immunity

Information was provided to the board regarding some critical changes to Recreational Immunity and the impact it could have on the District. At the request of the board, Cyndi will contact the attorney (and the City) to get guidance on this matter.

DISTRICT MANAGER'S REPORT:

Unfortunately, the District did not receive the Safety and Security Grant for the restroom locks this year.

With regards to the job description(s) project, in light of Eric suddenly leaving, we will need to consider a different direction at this time. Cyndi will continue as the district manager, we will not have a park maintenance supervisor at this time and we will focus on getting a permanent pool manager with some added duties.

BOARD REPORTS:

Director Jolma – Asked about getting the trees planted – there is a plan, just waiting for better weather.

Director Raschke – absent

Director Mustola – No comment

Director Guinther – no comment

Director Twining – Asked about posting signs on the restrooms with regards to the new automatic locking system and hours of availability.

The meeting was adjourned at 7:30pm.

The next regularly scheduled meeting will be held on Thursday, January 18, 2024.

Approved By: _____ Date: _____

District Mission Statement

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