

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

August 15, 2024

The regular meeting of the Clatskanie Park & Recreation District was called to order by Director Mustola, Board Chair, at 6:00pm, on Thursday, August 15, 2024, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Roll Call of Board Members: Roger Jolma, Brian Guinther, and Glenn Raschke.

Board member(s) absent: None, position 2 has not been filled yet.

Virtual Attendees: None

Interim Pool manager – **Present**

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

Park Maintenance Foreman, Bill Ulin – **Present**

VISITORS

Liberty Smith – 750 NE 7th Street, Clatskanie, OR

No comments, just observing.

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

None

BOARD BUSINESS:

Election of board positions:

Director Jolma made a motion to keep last year's positions the same and Director Raschke seconded, all in favor of those present. Board Chair – Andrew Mustola and Vice Chair – Brian Guinther.

Budget officer – Cyndi Warren

Legal Counsel – Local Government Law Group

Auditor – Pauly Rogers

Director Guinther made a motion to appoint Dave True to position #2, that was recently vacated by Casey Twining and Director Raschke seconded the motion; all in favor of those present.

Director Raschke will work with anyone who needs assistance to get their .gov emails set up.

Director Jolma made a motion to accept the CMW Books, LLC 3-year bookkeeping contract for \$4140 a month with no increase over the next 3 years and Director Guinther seconded the motion; all in favor of those present.

REGULAR BUSINESS:

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

No July Meeting.

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

• **Pool – Cyndi**

General Pool Operations & Recreation Report

- Director Guinther made a motion and Director Jolma seconded that the unofficial quote for \$5k for labor to rebuild the condemned wood play structure in the Kiwanis Kiddie Park be accepted; all in favor of those present.
Cyndi will reach out to the Kiwanis for some funding, as well as the City.
- The canceled movie in the park (The Lego Movie); the license purchased is good for 1 year and next year's car show is on the 364th day, so we will just plan to use this movie/license and save a little money for next year.
- Cyndi has announced that she will no longer be able to continue as the pool manager. Cyndi will work to have a job description for the board to review at the September meeting.
- Staffing at the pool this summer has been challenging due to an extreme amount of time being taken off by the guards, the unexpected departure of two AIC's and a general lack of realizing the importance of this job in the limited time the pool is open for operation.
- On the operational side of the pool, it has also been challenging with little to no support from the pool experts; they are dealing with the same issues with regards to staffing.
- Dan Smith, the City's water treatment guy, has been helping us when he can and is considering getting his CPO. It may be an option to contract with him at some point when pool operational assistance is needed.

• **Park – Cyndi & Bill**

Park Operations

Brad McKay should be starting the roofing project of the gazebo and the small picnic structure any day.

Director Raschke will work with Bill to get the old mower on Facebook Marketplace for sale.

Bill reported that there has been some vandalism in the park. Recently a garbage can is missing, a pop-up canopy was found in the slough and one of the dog waste bag dispensers was taken.

Community members have been complaining about homeless people doing drugs in the park.

He and his crew have been doing lots of brush removal.

Cope Park – there are continued issues with the sprinkler timer. Bill has contacted Pro-Line Sprinklers and for \$600 they will come out and repair and/or replace the current control box.

The board asked that Bill get a quote from Pro-Line Sprinklers to repair and/or replace the entire sprinkler system in Cope Park.

Director Guinther made a motion and Director Raschke seconded that the District accept the estimate from Harry's Key Service in the amount of \$6647.34 to finish the rekeying project in the main park area, motion approved.

Raschke – yes, Jolma – yes, Mustola – yes, Guinther – yes

Director Guinther made a motion and Director Jolma seconded that the District accept the quote from Clearview Tree Service in the amount of \$1675 to take care of tree work on the North side of the river for safety purposes, motion approved.

Raschke – yes, Jolma – yes, Mustola – yes, Guinther – yes

Monthly Safety Inspections

Bill stated that the monthly inspections are being done on the last Thursday of the month. The maintenance of the tennis courts needs to be a priority; keeping the cracks cleaned up and keeping the surface free of moss and algae to prevent slip hazards.

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

No new business.

DISTRICT MANAGER'S REPORT:

Cyndi will be bringing an updated job description for the District Manager/Pool Manager before the board at the September meeting.

Cyndi has gotten an employee performance evaluation report from another district and provided a copy for the board to review. The board approved it.

Cyndi will work on getting this ready for the District Manager's evaluation in October.

The 23-24 full audit has been going slow as I have 3 District's to complete. A full audit for the size of this District is going to end up being cost prohibitive and the board may want to look at the option available to District's of this size. I will continue to keep the board updated as we move through this process.

BOARD REPORTS:

- Director Jolma –
- Director Raschke –
- Director Mustola –
- Director Guinther –

The meeting was adjourned at 7:22pm.

The next regularly scheduled meeting will be held on Thursday, September 19th 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.'