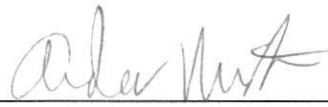


**The next regularly scheduled meeting will be held on Thursday, August 19, 2021.**

Approved By:  Date: 9/16/2021

**District Mission Statement**

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

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

**Staff Appreciation BBQ**

The date will be Friday, August 20<sup>th</sup> from 5:30 to 7:30pm; please bring a dish to share.

**Discuss/Approve 2020-2021 Review Contract with William Cote, CPA**

Andrew made a motion and Brian seconded that the District accept the contract with William Cote, CPA in the amount of \$3,200 for their 20-21 Review; all in favor.

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

**Oaths of Office**

Glenn Raschke, Brian Guinther and Andrew Mustola have been sworn in.

**Board Elections**

Brian made a motion and Roger seconded that Andrew remain the District's board chair; all in favor.

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

Andrew made a motion and Brian seconded that Roger remain the District's vice chair; all in favor.

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

**2021-2022 Budget Officer**

Cyndi Warren has been designated as the 21-22 budget officer.

**DISTRICT MANAGER'S REPORT:**

**Job Descriptions – Park & Pool Operations Manager**

A draft is ready for the board to discuss. This is to be tabled until August or September.

**COVID 19 Restrictions**

All COVID 19 restrictions have been lifted as of June 30<sup>th</sup>.

**House Bill 3124 & 3115 – Homeless Camping in the Park**

Currently, this is just for informational purposes.

**Mission Statement**

Current:

To plan, develop and maintain recreational facilities, as well as support programs for the benefit of our community. Updated in November 2014

Is it time to update?

No discussion at this time; tabled for a later date.

**BOARD REPORTS:**

Director Guinther asked who is responsible for taking care of the Veteran's Memorial; the VFW and the Garden Club.

Meeting adjourned at 7:30pm

Once the weather and staffing allow for heavy equipment and work in the park, a border will be built around this structure and additional bark chips added to reach the 9 inches above topsoil for safety.

**Minor Issues – Cope Park**

At some point all current exercise pad surfaces will need to be removed and bark chips added.  
Remove fallen trees in Cope Park this fall.

**Minor Issues – Main Park**

Orange half circle ('swings') need to be checked regularly to be sure they are tight and non-slip paint needs be added.

**Minor Issues – Kiwanis Kiddie Park**

Merry Go Round should be checked regularly to be sure it is attached securely to the ground. These are not generally recommended for toddlers.

Cyndi has a scheduled pre-osha walkthrough with SDIS at the end of this month.

**Mandatory Reporting**

Cyndi has completed the training and received a certificate.  
SafePersonnel Training has been contacted and Cyndi is working on setting up a training program for the park staff and the pool staff when they have been hired. **Nothing new to report on this project as of tonight's meeting.**

**Softball Scoreboard Project**

The posts have been installed and the pad has been poured.

1. Trenching power to the pole (from the tennis courts)
2. Overhead power line to the pole (from the skate park)
3. Solar power options.

**Cover over storage area next to shop**

Brad McKay submitted an estimate to pour a pad and cover the storage area next to the shop as well as an approach for washing equipment in the amount of \$10,600. John Norgren provided an estimate of \$7,500 for the cover only, no concrete. Before moving forward, Eric would need to have John provide an estimate that includes the same concrete work asked of Brad McKay. **Due to budgetary constraints, this project is on hold, however Eric should still get an updated estimate from John Norgren and one more quote from another contractor, so the board has 3 to look at it when/if the time is appropriate.**

**Skate Park Maintenance Projects**

- a. Pressure Wash & Paint
- b. Need to discuss with the City making the approaches metal for durability and sustainability
- c. There will be no maintenance plan from Skatelite, so this will be removed from the agenda.

**Monthly Safety Inspections**

The Board requested that Eric (and Charity 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**

Glenn, new director, is interested in updating and keeping track of the District's website; Cyndi will contact Della and let her know that this service will no longer be needed from her and get the required log in information (password, etc.) Cyndi will continue to manage with the Facebook page with Della's assistance until such time we are ready to make a change in that area.

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

**July 15, 2021**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andres Mustola, Board Chair, at 6:00pm, on Thursday, July 15, 2021, at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

Board members in attendance were Brian Guinther, Glen Raschke, and Roger Jolma.

Board members absent: John Hazapis

Charity Lickfold, pool manager – **Present**

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

**VISITORS**

*No visitors*

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

*None*

**REGULAR BUSINESS:**

Approval of Minutes and bills as presented.

April, May and June (June Budget Hearing) – Roger made a motion and Brian seconded; all in favor.

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

Roger made a motion and Brian seconded that the bills be paid; all in favor.

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

**REPORTS/OLD BUSINESS:**

**Pool – Charity & Cyndi**

**General Pool Operations Report**

- We are planning for a July 19<sup>th</sup> opening.
- Handbook training has been completed by all district employees.
- August 21<sup>st</sup> and 22<sup>nd</sup> will be our next lifeguard training.
- New POS (point of sale) system has been implemented at the pool (Square); it is working great.
- Brian made a motion and Roger seconded that the district accepts Sessions Plumbing's proposal for \$4,350 to hook up plumbing for a washer and dryer in the mechanical room; all in favor.

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

- **Move in the Park – Summer 2021**

Abominable – Friday, July 30<sup>th</sup> (during the Clatskanie Festival)

Jumanji, The Next Level – Saturday, August 28

Charity has been given the dates and she will have a lifeguard crew trained and ready.

- The proposed pool schedule was presented to the board.

**Park – Eric**

**SDIS Safety Walk-Through – Moderate Issues**

Monkey Bars/Jungle Gym (Kiwani's Kiddie Park) – To be removed for now.

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

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