

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES November 16, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Brian Guinther, Vice Board Chair, at 6:00pm, on Thursday, October 19, 2023, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Board members in attendance: Glenn Raschke, Casey Twining and (Thomas, Casey's son).

Board member(s) absent: Andrew Mustola and Roger Jolma

Virtual Attendees: None

Interim Pool manager – **Present**

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

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

VISITORS

Jim Gibson – Library Board Chair

Mr. Gibson wanted to let the park board know that the Library board is willing to split the cost of the attorney for the creation of the IGA for the landscaping, as well as a pay a fee to the park for their crew to provide the landscaping services.

He also stated that while the Raymond Carver Statue was mistakenly placed on park property, the library board accepts all responsibility for the statue and again the library board is willing to share any costs involved in the creation of an IGA.

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.

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). The board approved with the updates.

Updated bank signature cards and Casey's Oath of Office were presented for signatures.

The board requested an evaluation form for the District's Manager position.

Director Twining suggested expanding public input with regards to things being offered at the park.

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.

Director Guinther made a motion and Director Twining seconded that the District follow the advice of Director Raschke on this matter, as the District's website manager; all in favor of those present.

Director Twining asked about trainings for the staff; the district manager stated that the District has an account with Personnel Concepts (through SDAO) and will work on getting the staff set up to utilize this training program as time allows.

REGULAR BUSINESS:

There were no minutes presented at tonight's meeting for approval. Director Guinther made a motion and Director Twining seconded that the bills be paid; all in favor of those present. The District Manager noted that property tax funds have started to come in.

REPORTS/OLD BUSINESS:

• **Pool – Cyndi**

General Pool Operations & Recreation Report

- The 25% down payment has been mailed to Sessions and hopefully a start date on the men's locker room project will be coming soon.

• **Park – Eric**

Park Operations

Doug, our new maintenance person through Express, is working out well, per Eric.

The board requested that Eric reach out to Rawhide Electric and get confirmation about the box inside a box project for the septic tank; if Rawhide did not complete the job as directed, then they need to be held accountable. If this issue was miscommunication with the District staff to Rawhide Electric, let's get a quote to complete the project correctly. The electrical inspector has signed off on this project, as well as the project by the baseball field.

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.

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.***

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

District and Pool Manager Job Description

A draft job description has been provided to the board for review and discussion.

It was suggested that the 2 years of seasonal experience be moved to the 'Desired' heading.

DISTRICT MANAGER'S REPORT:

The paperwork has been submitted to SDIS for the Safety and Security grant for the restroom lock project.

BOARD REPORTS:

- Director Jolma – absent
- Director Raschke – no comments
- Director Mustola – Absent
- Director Guinther – no comments
- Director Twining – no comments

The meeting was adjourned at 7:04pm.

The next regularly scheduled meeting will be held on Thursday, December 21, 2023.

Approved By: _____ Date: _____

District Mission Statement

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