

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

April 4, 2019

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:02pm, on Thursday, April 4, 2019 at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

Board members in attendance were Roger Jolma, Krystle Gonzalez and Andrew Mustola.

Board members absent: **None**

Becki Horness, pool manager - **Present**

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

VISITORS

None

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

None

REGULAR BUSINESS:

No meeting minutes were presented for approval.

Roger made a motion and John seconded that the bills be paid.

Andrew – yes, Roger – yes, Bruce – yes, John – yes, Krystle – yes

REPORTS/OLD BUSINESS:

• **Pool – Becki**

General Pool Operations Report

The budgeting and/or purchase of a \$20,000 winter pool cover and a \$20,000 new slide will not be considered at this time as it is unknown what the total cost of the pool leak project will be. If the project comes in under budget and no new issues arise with the pool, the purchase of the winter cover will be considered again in the Fall of 2019.

April 10th at 5:00pm is the deadline for the 4 companies to return a proposal for the pool leak repairs based on the scope of work presented by Anderson Pool Works. A special meeting will be called to discuss/accept a proposal for the pool repair project. Cyndi will notify the board and post the date and time.

One company contacted Becki and stated that they do not do this kind of work; Medford & Myers

One company contacted Becki and stated that they could not work within our timeline; Pacific NW Pool (Portland Oregon Pools)

No response as of tonight's meeting from Custom Pool & Spas

Becki and Brooke conducted 16 interviews of new lifeguard applicants; there are 8 spots to be filled this season. All applicants considered will be based on their interview, their ability to attend and pass the pre-course test and finally to pass the lifeguard test.

The board asked Becki for an update on the assistant pool manager and getting her lifeguard certifications; Becki stated that she and Hallie Blodgett will be working with her and she should have her certifications by mid-season.

Junior Lifeguard and Volunteer Interns

The board asked for a more formal determination of this process; how many spots available, age requirements, possibly a modified application process.

Junior Lifeguard – 5 spots available

Volunteer Interns for lessons only – 5 for AM sessions and 5 for PM sessions; must be 13-14 years of age.

Flag Pole Replacement

The flag pole has been ordered and delivered; it will be installed as time allows.

• **Park – Eric**

Park Maintenance Schedule

Eric would like to have a formal letter with the weekly schedule and expectations for each park maintenance employee to review and sign. To date the park maintenance employee schedule has been pretty loose and it needs to be tightened up so that projects and regular park maintenance can be scheduled accordingly. Monday-Friday 8am to 1pm; keeping to the 25-30 hours a week. There may be some Saturdays and/or Sundays; the weekly schedule will be adjusted based on weekend needs.

3 no shows; Cyndi is to be contacted, who will then contact SDAO, and termination.

Cycle Columbia County Event – June 15th

No paperwork has been turned in for the possible beer garden as of tonight's meeting; they were still waiting on a possible vendor.

Metal Roof Cover over storage at shop

Eric requested an estimate from John Norgren Construction (and was planning to get two more) for a cover (approximately 30' x 16') with a metal roof over the fenced storage area next to the shop.

However, at this time all non-essential projects in the park will be tabled until after the pool project has been completed.

Electrical Updates as suggested by PUD in the park and pool building

The project has started at the pool building; if the current conduit can be used for the new wiring, the project should stay pretty close to budget at this time.

The electrical situation at the pool is pretty serious; old wiring, ground wires cut, and wiring not up to code. The electrical inspector is working closely with Josh Watson of Wired Up Electric to get all of the electrical in the pool up to code.

Also, the board will ask that Mr. Watson be the electrician of record for the pool leak project; this will allow him access to any of the underground electrical if needed.

Park Host Candidate

Eric knows a gentleman who would be interested in the park host position; he has a strong military background and has been a cemetery sexton for several years.

Eric and the board feel that with all of the vandalism we have been experiencing in the park in the last 12 +months, having a regular presence in the park could help deter some of the issues.

However, bringing back camping in the park, is not being discussed at this time, but would be considered at a later date if the park host position works out.

Mike has just recently reached retirement age and is in the process of training someone in his position.

Park Outbuilding & Restroom Roof Bids

The contractor is waiting for the metal for the roof to come in and then the project should take 3 days start to finish if the weather cooperates.

Update Security System/Cameras (Skate Park & 5th Street Shop, Pool & Gazebo, Log Cabin & Restrooms)

Darrel will come down in June and do a tutorial of the new camera system with Becki, Brooke, Eric, Cyndi and any interested board members. Cyndi will let the board know when this has been scheduled.

The gazebo needs a camera on it. Cyndi will contact Darrel for a price to add an additional camera or two.

Post & Cable Fencing to be replaced by large boulders in the Park

No further non-maintenance projects will be done in the park at this time until the pool leak project has been completed and the district knows where it stands financially.

Monthly Safety Inspections

The Board requested that Eric (and Becki 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.

• **Park – Board**

Little League Field Use Agreement

The Little League board of directors accepted our 'terms of use' with no changes. Per Betty Davis, President

Projects in the Park

Only in-progress projects will be completed at this time, as well as regular maintenance.

Until the board knows what the total cost of the electrical project and the leak project will be to the district, any major spending is on hold.

Scoreboards in the park (baseball and softball)

The colors will be cherry red for the softball field scoreboard and forest green for the larger multi-use scoreboard.

Once they have received the 50% down, the scoreboards will be ordered. It will be approximately 6 weeks for delivery. Cyndi will contact the City and PUD for assistance with installation.

HR Policies for the Pool and Park

John made a motion and Andrew seconded that Resolution #19-001 Retire, Archive and Adopt Board Policies effective May 1, 2019 be adopted; all in favor.

Andrew – yes, Roger – yes, Bruce – yes, John – yes, Krystle – yes

Skate Park Update:

The board would like the City to be contacted with regards to having the electrical panel protected from the weather. There is a large pile of left over wood and Skate lite; Eric and his crew will work on getting it removed as it presents a safety hazard.

The board feels it would be up to the City to determine the drug and alcohol policy/rules in the skate park or the entire park, other than for an event with an OLCC license.

However, the district is willing to split the cost for any signage in or around the skate park that the district and the City agree upon.

Service Agreement with the City of Clatskanie

The City's attorney has been reviewing the document and has some concerns; however those concerns have not been shared with the District as of tonight's meeting.

Digital Services Contract – Della Graham (Website/Webpage/Facebook Page)

Each month the managers, board of directors and Cyndi will determine what, if anything needs to be given to Della for further advertising.

April:
The Movie in the Park schedule for this summer.
Special Park Meeting to discuss pool leak.

Possible installation of a bike repair stand/station

The specs for the repair stand/station have been received and given to Eric. Eric will contact John Norgren to get the pad poured as time and weather allow. Once this has been completed, Cyndi or Eric will contact Paul Barlow to set up installation.

Movies in the Park – 2019

<p>Movie in the Park Dates – 2019 Saturday, June 29th (Car Show) – Back to the Future Saturday, July 13th – Incredibles 2 Friday, August 2nd (Clatskanie Festival) – Christopher Robin Saturday, August 17th – A Lego Movie, The Second Park Saturday, September 7th – Bumblebee</p>

Cyndi will make up packets of all of the movie posters to send home with the kids before school gets out. John suggested an offer of 'free popcorn' if they bring the flyer to the snack shack. Since the district does not generally operate the snack shack, popcorn will be purchased to be used for this special.

<p>NEW BUSINESS/UPDATES: <i>See Also Pool, Park and Board Business</i></p>

Update Pool Manager, Park Maintenance Supervisor and Park Maintenance Job Descriptions

The board approved sending the current job descriptions to Richard Stellner, our human resource agent, to have them reviewed and updated, as well as create a job description for the park maintenance position.

Discuss Proposed 2019-2020 Budget

The only change and/or consideration at this time to the draft proposed budget is to make sure there is a decent (\$50,000) transfer from the general fund to the Pool Capital Improvement fund since the current leak project could possibly deplete this fund.
Cyndi will work on contacting/confirming the budget committee members for the May 2nd budget committee meeting.

BOARD REPORTS:

None

Meeting adjourned at 7:43pm

The next regularly scheduled meeting will be held on Thursday, May 2, 2019 immediately following the budget committee meeting.

Dinner will be provided

Approved By:  Date: 5/2/19

<p>District Mission Statement</p>
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'To plan, develop and maintain recreational facilities, as well as, support programs for the benefit of our community.'