

# CLATSKANIE PARK & RECREATION DISTRICT

## REGULAR MEETING MINUTES

September 26, 2024

The regular meeting of the Clatskanie Park & Recreation District was called to order by Director Mustola, Board Chair, at 6:00pm, on Thursday, September 26, 2024, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Roll Call of Board Members: Andrew Mustola (had to leave at 6:34pm), Roger Jolma, Brian Guinther, and Glenn Raschke.

Board member(s) absent: Dave True (to take his oath of office at the October meeting)

Virtual Attendees: None

Interim Pool manager – **Present**

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

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

### VISITORS

Sierra Trass

Asked for permission to place a shadow box made from stainless steel that is salmon themed; board approved.

PCC will handle the installation in Cope Park. The board asked that Sierra and PCC work with Bill on placement.

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

None

### BOARD BUSINESS:

The board watched the Public Meeting Law video to get the 2% discount on the District's liability insurance.

The temporary passwords that Glenn originally sent out to the board and staff have now expired. He will be resending.

Director Guinther made a motion to approve the Park and Pool Manager job description and Director Jolma seconded; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes.

Director Raschke made a motion to list Andrew Mustola, board chair, as the Registered Agent for the District and Director Guinther seconded; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – absent.

The board was provided information for an upcoming training on Board Member Relations, Expectations and Ethics.

Director Guinther made a motion to renew the Line of Credit with Wauna Credit Union and Director Jolma seconded; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – absent.

### REGULAR BUSINESS:

Director Mustola made a motion to approve the August meeting minutes as presented and Director Guinther seconded; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes.

No July Meeting.

Director Jolma made a motion and Director Raschke seconded that the bills be paid; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes.

**REPORTS/OLD BUSINESS:**

**• Pool – Cyndi**

**General Pool Operations & Recreation Report**

- The pool has closed for the season. Bill and Cyndi will be working with Anderson PoolWorks to get the pool ready for winter.
- Cyndi has announced that she will no longer be the interim pool manager and will be working on the search for a replacement.
- There could be some serious issues with pool staffing and operations next year. This could cause the pool to be closed or open with very limited hours, with the focus being on lessons.
  - Lack of enough certified lifeguards – as of now only 9 returners.
  - Finding a competent pool manager
  - Having a CPO on staff
- Cyndi has been working on the schedule for 2025; there will be some changes to the pool party availability allowing for more open swim opportunities on the weekends.
- The board has asked for a modified pool schedule based on the minimum number of lifeguards.
- Pro Line Sprinklers provided an estimate for some work around the pool building and again the board requested that Bill get some more information on the work and a warranty.
- The City received a call about keeping the lights on later at the skate park. He claimed that they currently turn off at 8:30pm. Bill thought it was 9pm and would confirm. The board was good with the 9pm shut off time.

**• Park – Cyndi & Bill**

**Park Operations**

Pro Line Sprinklers provided two estimates for the Cope Park sprinkler system.

\$20,536.49 – the estimate is vague on what exactly is to be done for this amount.

\$8,045.36 – again this estimate is vague on what exactly is to be for this amount.

The board requested that Bill reach out and request more detailed estimates and ask about a warranty of his work.

Bill has provided written reports on his monthly maintenance and safety reports.

The roofs on the gazebo and the small picnic structures have been completed. The footings on the small picnic structure need to be reinforced, so Brad will be taking care of that and there will be an additional cost.

Pro Line Sprinklers provided an estimate for some work around the gazebo; the board asked about a warranty. Bill will reach out to them and gather this information for next month's meeting.

Director Raschke stated that the mower has not been posted yet but will get it taken care of. What hours are available for someone to come and look at it if interested? 7am to 12pm, Monday through Friday.

Bill reported that he and his crew have removed about 20 loads of brush from around the park. The board commented on how nice things are looking.

Bill also reported that he is working with Guy Shulda (Clearview Tree Service) to get a quote on some additional tree work in the park.

**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 provided the board with an evaluation form to be filled out and brought back to the October meeting. Director Raschke offered to compile a summary of all the evaluations for discussion and review with Cyndi.

Cyndi will plan to do Bill's evaluation before the end of the year.

Lori Sherman provided a thank you card to the staff and board for use of the park during the Clatskanie Festival.

**BOARD REPORTS:**

Director Jolma – Atta boy to Bill and his crew for all of the bank work in the park(s).

Director Raschke – The public questionnaire started by Casey will be revisited this winter.

Would like a list of accomplishments from Cyndi (and Bill) for the year for the website.

Director Mustola – Absent.

Director Guinther – How is Peter doing? Bill said great!

The meeting was adjourned at 7:38pm.

**The next regularly scheduled meeting will be held on Thursday, October 17<sup>th</sup> 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.'***