

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

August 17, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 6:03pm, on Thursday, August 17, 2023, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Board members in attendance: Glenn Raschke and Roger Jolma

Board member(s) absent: Brian Guinther and Casey Twining

Virtual Attendees: None

Interim Pool manager – **Present**

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

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

VISITORS

None

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

None

BOARD BUSINESS:

Upcoming SDAO Board trainings: Director Raschke expressed his interest in attending.

REGULAR BUSINESS:

Director Mustola made a motion and Director Raschke seconded that June and July's meeting minutes be approved as presented; all in favor of those present.

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

REPORTS/OLD BUSINESS:

• **Pool – Cyndi**

General Pool Operations & Recreation Report

- The pool season has been amazing so far. Pool capacity has been reached more times this summer already than it has for the last 10 years+.
- The one-week lessons continue to be a great success, and most are full.
- The season will end Labor Day weekend. Sadly, we won't have the staff to stay open longer into September as we have in past years.

• **Park – Eric**

Park Operations

Clearview Tree has completed the tree trimming project along the bike path. The reimbursement of \$5,100 has been submitted to the City.

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

SDAO Safety & Security Grant

The SDIS Safety and Security is available and is directed towards security; the park restroom lock project might be perfect for this grant.

22-23 Audit/Review Contract with William Cote, CPA

Director Mustola made a motion and Director Raschke seconded that the contract be approved for the amount of \$3,600; all in favor of those present.

DISTRICT MANAGER'S REPORT:

MOUs with the Library regarding lawn care maintenance and the Raymond Carver Memorial Monument, as well as with the VFW and the war memorial are still on the list to be worked out.

There has been no forward progress on Frisbee Golf. This will be worked on as time allows in the winter months. Information regarding Municipal Audit Law Changes that will be effective January 1, 2024, was provided in the board packets. A budget of \$1 million or more – An Audit, \$250,001 to \$1 million – an AUP (Agreed Upon Procedures) and \$250,000 – Self-Prepared.

BOARD REPORTS:

- Director Jolma – Nothing
- Director Raschke – Nothing
- Director Mustola – Nothing
- Director Guinther – Absent
- Director Twining - Absent

The meeting was adjourned at 7:00pm.

The next regularly scheduled meeting will be held on Thursday, September 21, 2023 (canceled)

Approved By: _____ Date: _____

District Mission Statement

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