

**CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES & BOARD WORKSHOP**

February 17, 2022

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 6:00pm, on Thursday, February 17, 2022, at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

Board members in attendance: Brian Guinther, Glenn Raschke, and Roger Jolma.

Board members absent: John Hazapis (due to resigning)

Charity Lickfold, pool manager – **Absent**

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

REGULAR BUSINESS:

December’s meeting minutes were presented for approval. Andrew made a motion and Brian seconded that the minutes be approved as presented; all in favor.

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

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

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

REPORTS/OLD BUSINESS:

Pool – Cyndi

General Pool Operations & Recreation Report

- Charity has been looking into grants and getting costs for updating the current tennis courts into multi-purpose sport court(s) – currently the approximate cost is \$270,000
UPDATE: The City of Clatskanie is on board with this project. The next conversation is with the Clatskanie Foundation to see if they would be willing to house the grant funds for the project.
Cyndi also spoke with Kiwanis about the bike riding area and that if this project moves forward, it would be demolished. If that happens, there would be a discussion about turning the current basketball court area into a new bike riding area; the Kiwanis stated that they understood and that sadly the area had not been used as much as they had hoped it would be.
UPDATE: Cyndi spoke with the Clatskanie Foundation, and they are willing to partner (be the bank) for this project, if/when the park district decides to move forward with this project. Debbie Hazen also offered to help write the grant when the time comes.
- Charity has been asked to investigate grants to update the wood exercise stations with non-wood equipment in Cope Park. No new information as of tonight’s meeting.
- Charity was waiting on confirmation of the OHA’s requirements for the number of guards before finalizing the schedule.
Cyndi confirmed with the OHA that the number of guards is based on the capacity of the pool and the patrons in the fence (pool deck, splash pad, and pool).

- Cyndi gave the draft ads for lifeguards, head lifeguards and an assistant manager for her to look at; the ads should be published as early as possible in February.
The ads have been published and will run through most of March.
- As discussed in the board workshop, the board has asked that Cyndi speak with Charity regarding her hours being spent on grant research be suspended as there have been no results and the pool now needs to be the focus. They also asked that all work for the pool be done at the pool and that regular office hours be set.
- Hours of pool operation will be based on the number of lifeguards we are able to hire this year, with the focus on lessons and open swims.
- Anderson has expressed some serious concerns with Charity's ability to provide the required daily maintenance/operations of the pool mechanical system. After repeated trainings, phone calls and texts, Joey, the Anderson maintenance technician, has stated that her lack of ability to understand how the operating system works has already caused possible shortening of the life of the operating system. Cyndi has asked Eric and his crew to take over the daily maintenance of the pool and Joey's has stated that he will come and provide additional training for Eric and his crew and allow them to ask questions.
- Roger asked about adding green slats at the West end of the swimming pool to help provide a wind barrier. Cyndi will contact Hargrove Fence to get a cost.
- There will need to be a light(s) at the splash pad for nighttime operation, Integrity Electric was supposed to run power to the large pole by the splash pad and parking lot before the concrete was poured for the splash pad during construction, but nobody seems to be able to confirm if this was actually done. Cyndi will pull the paid invoices and see if the district was invoiced for this. Cyndi will also explore solar options.

• Park – Eric

SDIS Safety Walk-Through – Moderate Issues

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

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

Longview bark chips provide good fall protection.

Minor Issues – Cope Park

At some point all current exercise pad surfaces will need to be removed and bark chips added.

The removal of trees and bushes that have been overtaken by the blackberries are planned for removal this Spring when the ground dries and equipment can be safely used in this area.

More appropriate trees and bushes will be planted later.

Baseball Field Lighting Replacement

Baseball field lighting repair project still needs 2 more quotes. The District currently has one quote from Rawhide Electric in the amount of \$6,049.86.

We are still waiting for a quote from Vilardi Electric and Integrity Electric. The board asked that Eric try and reach out to both Vilardi and Integrity again before next month's meeting.

Softball Scoreboard Project

Eric has a call into the company that Director Guinther gave him at last month's meeting.

The board asked that Eric continue to try and get a hold of Daktronics and see if they have any solar options or suggestions.

Truck vs Gator for Park Maintenance

No decision has been made at this time as it is still to be determined the best direction for the district to go on this matter.

Trees & Stumps along 5th Street

Roger will investigate possible power line friendly trees to be replanted. In the meantime, the stumps left from the trees removed must be removed. The board asked that Eric contact Clearview Tree and Precision Grinding and get estimates for the stump removal.

Skate Park Maintenance

Eric reported that the ramps need to be pressure washed and painted. Glenn suggested advertising this as a community event and allow volunteers to assist with this project. The board asked that Eric pick a date in April (most likely a Saturday), so it can be planned and advertised on Facebook and the website.

There is also some bubbling of the Skatelite that Eric believes is due to moisture, this will also have to be addressed.

Boulder Perimeter Fence in Park

With multiple instances of people driving on the grass in the park and causing damage, the board has decided to take down the posts and cable and replace with 3-4 foot boulders, with additional placements around the gazebo and along the pool parking lot side of the park. Kynsi Construction has submitted an estimate for this project by areas; this will be Area 1 and the estimated cost is \$3,650.

Roger made a motion and Brian seconded that Area 1 be completed as soon as Kynsi is available; all in favor. The other areas will be addressed/discussed as time and money allows.

House Bill 2560 – Virtual Access to Public Meetings

States that ‘all meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to access and attend meetings by telephone, video or other electronic or virtual means’, see attached for a more thorough explanation.

Glenn made a motion and Brian seconded that the District purchase an ipad, data plan and Zoom subscription in order to be in compliance with House Bill 2560; all in favor.

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

Website Update – Glenn stated that the website has an option to allow for the District to accept donations and wanted feedback from the board on their thoughts of donation requests.

After some discussion it was decided that the district offer the opportunity to the community to offer support in donations for swim lessons.

Once the ads and applications for lifeguards, head lifeguards, and assistant pool manager are ready, Cyndi will send to Glenn to be added to the website.

Facebook Update – Charity will post the ads on the Facebook page.

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

Cyndi will come up with 3-4 Movies in the Park and pick dates.

DISTRICT MANAGER'S REPORT:

Cyndi attended the virtual SDAO conference.
Cyndi has been attending monthly budget training through the Department of Revenue.

BOARD REPORTS:

Glenn asked the other board members for permission to map the district's assets; he will cover all expenses incurred and will keep the board updated as the project of an Asset Management Plan progresses. The board approved the use of a drone for this project.

The Mission statement project to be revisited in the fall.

John Hazapis has submitted a letter of resignation as a board member effective immediately.

With John Hazapis' resignation from the board, Cyndi recommended that Ryan Tompkins be appointed, a previous board member.

Ryan Tompkins could not unanimously be agreed upon by the current members of the board, as it could be the term would not end on June 30, 2022, as previously thought, but would likely run until the May 2023 election. The board asked that Cyndi research an appointed term length and let the board know immediately.

Meeting adjourned at 7:22pm

The next regularly scheduled meeting will be held on Thursday, March 17, 2022.

Approved By: Andrew Mustola Date: 4/21/2022

District Mission Statement

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

The board workshop was attended by Andrew Mustola, Roger Jolma, Glenn Raschke, Brian Guinther and Cyndi Warren. Eric arrived for the regular meeting at 5:40pm. No action was taken at this meeting.

Glenn is going to look for and contact other possible park districts that may be in a similar situation with regards to someone else (like the City) owing the property and what kind of agreement they may have in place with regards to capital projects and utilities.

Do we know the City's view on vandalism?

There was also a discussion (no action taken) with regards to the pool manager's hours worked during the off season and where those are hours are being worked.

The board suggested contacting the District's attorney who helped us with the current service agreement in place with the City and let him know that the board would like to consider revisiting and updating.