

# CLATSKANIE PARK & RECREATION DISTRICT

## REGULAR MEETING MINUTES

May 21, 2026

The regular meeting of the Clatskanie Park & Recreation District was called to order by Board Chair Andrew Mustola, at 6:35pm (immediately following the budget committee meeting), on Thursday, May 21, 2026, at 555 SW Bryant St, Clatskanie Fire Training Center, Clatskanie, OR.

Roll Call of Board Members: Roger Jolma, Andrew Mustola, Dave True, Glenn Raschke, and Brian Guinther.

Board member(s) Absent: None.

Virtual Attendees: None

Pool manager – Absent

Cyndi Warren, District & Financial Manager

### VISITORS – PUBLIC COMMENT

No Visitors

### EXECUTIVE SESSION –

None

### BOARD BUSINESS:

Addition to agenda: Discuss a possible response to the Letter to the Editor  
Director Raschke will write a response.

Director Mustola made a motion to approve April's meeting minutes as presented and Director Raschke seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

Director Mustola made a motion to pay the bills and accept the financial reports as presented and Director Jolma seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

Director Jolma made a motion to adopt the first amendment to the IGA between the District and the City of Clatskanie relating to park maintenance and operations allowing the District to impose park user fees and Director Guinther seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

Cyndi will send the amendment to the City Manager for discussion and approval by the City Council.

The implementation of fees for Cope's Park would begin July 1<sup>st</sup>.

It was determined that the Farmer's Market fees would be reduced to \$30 a Saturday to begin July 1<sup>st</sup>.

If the City of Clatskanie approves the amendment and proposed fees, the implementation of fees in the City Park would go into effect as of that date.

The updated employee handbook was presented to the board for review and approval.

Director Raschke had a couple of questions and/or corrections: page 33 typo 'and', page 55 regarding poling – Oregon is mail in only, and page 76 regarding communicable diseases – is there something in there in case of another pandemic or virus? We would follow State (OHA) and/or Federal guidelines on this matter.

Director Mustola made a motion to approve the handbook with the above-mentioned changes made and Director Raschke seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

There will be handbook training for all park and pool employees on Friday, June 19<sup>th</sup>. A copy of the handbook will be given to all employees prior to the training for their review.

Director Mustola made a motion to adopt resolution 26-005 authorizing the transfer of appropriations within funds and Director True seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes

Included in the board packets is communication from Jasmine Lillich, Clatskanie Farmer’s Market, for the board to review regarding the implementation of fees for the 2026 season.

The consensus of the board regarding this communication is that they appreciate the feedback, and in the areas where there may have been a breakdown in communication, they will endeavor to do better.

**REGULAR BUSINESS:**

See Board Business.

**REPORTS/OLD BUSINESS:**

• **Pool –**

**General Pool Operations & Recreation Report**

See also Pool Manager’s Report

Lifeguard Certification (training) will be May 23-25<sup>th</sup>. There were 17 applicants and 6 were able to move to this phase of the process.

The panic gates have been installed at the pool.

With the new OHA rule regarding supervision, Jeannie is working on an adult to child ratio. Considerations are: 6 and under 1 adult to 2 children (this is a change from previous years as it used to be 1/1) and ages 7-13 1 adult to 5 children.

• **Park – Cyndi**

**Park Operations**

We have posted for the seasonal part-time park landscape position; it will close on June 5<sup>th</sup>. There is just too much ground to cover for one person, even working 35+ hours a week.

**Monthly Safety Inspections**

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

No new business.

**DISTRICT MANAGER’S REPORT:**

The kiddie park structure is mostly done; we are just waiting for the contractor and the inspector to work out the final details to get the final inspection signed off. There will be a dedication on Sunday, June 28<sup>th</sup> from 12-1pm with Betsy Johnson doing the ribbon cutting.

Cyndi is still working to get Jeannie’s evaluation prepared.

It was proposed to move the park meetings back to 555 SW Bryant St. Now that the park ‘office’ is up there, it just makes sense to move the meetings back up there. Board approved.

We received an updated quote from Sport Court of Oregon for the basketball court surface project of \$18,701.93. They will let us do the installation, but will send a foreman, so we retain our warranty. We have received donations of \$11k towards this project. We would like to move forward in getting this project completed as it is a very popular area of the park. Cyndi will continue to seek donations but has received approval from the City Manager to use the maintenance funds from the City to get this project completed.

Director Mustola made a motion to accept the Sport Court of Oregon proposal of \$18,701.93 to resurface the basketball court and Director Guinther seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes

**BOARD REPORTS:**

Director Jolma – Do we have a woodchipper?

Director Raschke – Nothing.  
Director Mustola – Nothing.  
Director Guinther – Nothing.  
Director True – Nothing.

The meeting was adjourned at 7:29pm.

**The next regularly scheduled meeting will be held on Thursday, June 18, 2026.**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

***District Mission Statement***

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

APPROVED