CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES
August 25, 2025

The regular meeting of the Clatskanie Park & Recreation District was called to order by Board Chair Andrew Mustola, at 2:03pm, on Monday, August 25, 2025, at the Clatskanie RFPD Training Center (555 Bryant St, Clatskanie, OR.).

Roll Call of Board Members: Roger Jolma, Brian Guinther, Glenn Raschke, Dave True and Andrew Mustola.
Board member(s) absent: None!
Virtual Attendees: None
Pool manager – Jeannie Mustola - ***Absent***
Cyndi Warren, District Bookkeeper & Manager – ***Present***
Park Maintenance Foreman, Bill Ulin - ***Absent***

VISITORS – PUBLIC COMMENT
None

EXECUTIVE SESSION –
ORS 192.660(2)(f) – to review information or records exempt by law from public disclosure.

BOARD BUSINESS:
Director Jolma made a motion to keep the board positions the same; Director Mustola as Board Chair, Director Guinther as Board Vice Chair and Director Raschke as Secretary, Director True seconded, all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes.
Director Mustola made a motion to approve the board meeting date and time as 3rd Thursday at 6:00pm and Director Guinther seconded, all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes.
Director Guinther made a motion to declare the district's attorney of record as the Local Government Law Group and the CPA of record as Clear Trails CPA's and Director Mustola seconded, all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes.
Director Guinther made a motion that Cyndi Warren be named as the district's budget officer and Director Jolma seconded, all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes.
Information: Public Meetings Law training could be available virtually through Vector Solutions; Cyndi will keep the board up to date. In the meantime, Cyndi will reach out to Maryanne and Sarah Johnson to see about scheduling another in-person training as required.
There is a SDAO Board and Management training being offered in Astoria on September 23rd.

REGULAR BUSINESS:
Director Mustola made a motion to approve the April, May & June meeting minutes as presented for approval and Director Guinther seconded; motion carried. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes.

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

REPORTS/OLD BUSINESS:

APPROVED

- **Pool –**

General Pool Operations & Recreation Report

At some point, once Jeannie has gotten her LGI certification, a campaign will be started for donations for swim lessons and the Guard Start program.
Jeannie and Cyndi will be working on a public information post for next season (on Facebook and the website) about the lifeguard shortage and the impact it has on open swims, etc.

We would like to revisit getting the sprinkler system around the pool building revamped. There are several dead spots. Jeannie will work on this, this fall, as time allows.

Jeannie has provided the Board with the Emergency Action Plan Procedures for the pool.

Water consumption at the pool is down significantly this year.

We have received one bid to replace/repair the pool building roof. Once the pool closes, Jeannie will reach out to a couple of other roofing companies to get quotes. Since we already have the women's locker room plumbing update project scheduled for this fall, it is likely that this project will be for next fall, but we need numbers for budgeting purposes.

Since we cannot access our current camera system, we had EVERON (formerly ADT) come out and give us a quote to update our system. Nine cameras, installation, 1 year warranty and monitoring (monthly $309.44) would cost $25,731.12; obviously we cannot afford this project at this time and should revisit getting our current IT company to spend a little more time trying to get it figured out.

Pool manager's report provided.

- **Park – Cyndi**

Park Operations

The Girls Softball Assoc skimmed the infield to make it dirt at the field on 5th Street, as approved by the Board a while ago. They did a great job and left little to no mess. At some point in the next month or so they will be adding dirt and leveling it. Doing this will allow the older teams to use this field, the scoreboard and open possibilities for tournaments in the future.

Youth soccer would like to place pins in Cope Park to mark their field lines; this has already been done in the main park and on 5th Street. Board approved, but work must be done by park staff due to the sprinkler system.

Monthly Safety Inspections

Monthly inspections are to be completed by the last Thursday of the month.

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

Safety and Security Grant is available to apply for. Cyndi will be working on something.

DISTRICT MANAGER'S REPORT:

Kiwanis Kiddie Park picnic shelter – the funding has been secured from the Kiwanis to move forward with the covered structure as soon as possible. There will be no concrete pad at this time.

Farmer's Market
Notes for 2025 & 2026

It is not appropriate to contact an event already scheduled in the park and ask them to move.

APPROVED

Charging for the use of Cope Park should be reconsidered for 2026.
A vendor was using the main park boulders to commit insurance fraud as stated by him; just an FYI in case anything comes of it.
Overflow usage of the main park parking lot(s) and no portable restrooms during large events like the garlic festival.

Little League – 2026

I will be implementing a cleaning deposit fee for use of the snack shack. I spent 3 hours cleaning the snack shack when they were done with their season before it could be used for Heritage Days.
It is likely that this will be the case for any organization using the snack shack on a long-term basis.

At some point soon, I would like to explore a more in-depth Human Resource option for the district. I am a bookkeeper by trade and while I have been filling the role of HR for the District as best as I can, I do not have the time to keep up and maintain all that is required for a good HR 'dept' for the District.
HR Answers offers 'Fractional Human Resources' services. It is on the expensive side, but employment lawsuits can also be very costly to the District. I would like to explore this option more and see about building it into the 26-27 budget.

BOARD REPORTS:

Director Jolma – Recycling dumpsters are a mess. Cyndi stated that she is working with the City on a timelier schedule for emptying and the park crew has it on their schedule to clean up around the area each week.
Director Raschke – Clarifying that due to the current issue with the park, the District is looking at an approximate deficit of $12,800 – yes.
Director Mustola – Nothing
Director Guinther – Nothing.
Director True – Nothing.

The meeting was adjourned at 3:30pm.

The next regularly scheduled meeting will be held on Thursday, September 18, 2025, starting 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.'

APPROVED