***Regular Board Meeting Minutes***

***October 23, 2023***

CALL TO ORDER/ROLL CALL

The regular meeting of the Irrigon Community Park & Recreation District was held at the Irrigon Fire Station, Irrigon, Oregon. The meeting was called to order at 7:03pm by Chair Burrel Cooley.

Board of Directors present were Dave Cooley, Neila Coffman and Glenn Maret. Absent was Kent Heidt. Staff present was Bob Byrd, Keith Curnutt and Sandi Wodarczak.

PUBLIC ATTENDANCE:  
Troy Johnson, Monte Johnson, Jon Parrish, L Street, Tina Street, Kendra Aylett, Amber McDainel, Krystal Carroll, Angela Schneider, Tia McNance, Martha Leach, Joannie Bohma, Ashley Munkers, Jackie Bulow, Stacie Johnson, Rachel Newport. The majority of the public attendance were there representing the Youth Sports for Basketball, Volleyball and Wrestling.

There was general discussion regarding the timing and planning for youth sports. The volleyball teams didn’t get to play that many games and some players didn’t get to play any. The group is asking for help and direction for the current and prior years. The Board acknowledged that they are here to help guide the groups, but will not be the ones responsible for setting games and rules.

General consensus from all is that there needs to be better planning and there will be a discussion later in the meeting regarding creating a position, Youth Sports Director, to facilitate the needs of the groups/players and keep the Board updated on a regular and timely basis.

Follow-up: There were new volley ball nets purchased by a volunteer, once receipts are turned in, a reimbursement check will be issued.

There is a three-week football clinic for kindergarten to 6th grade – coaches should look into this.

Need emails from each Coach on who has paid and who has not paid.

CONSENT Agenda:

Approval of Minutes:

Motion by Dave Cooley to accept the Minutes from August 28, 2023 meeting as presented. Second by Neila Coffman. Motion passed unanimously.

There was a discussion done through e-mail on October 5, 2023: “*There has been a small hold up with the gravel for the Pickleball Courts; the contractors wanted to put down a 6 inch base for a tune of 10,000$’s. After talking with Cecil Rock about this; it has been changed to a 4 inch base for a total of 4,260.00$’s. I assumed that this would have been part of the excavation the Port was doing;  it I’m being told that they are only giving the dirt work excavation to us for free of charge.  
  
In other words I’m asking for approval to spend 4,260.00$’s for gravel; we are going to split the price with the Pickleball group, 2,130.00’s each, we would pay for the load and the Pickleball group will reimburse us for the balance they owe.*”

Motion by Kent Heidt to authorize payment of $4,260.00 to Cecil Rock to pay for gravel needed to continue Pickleball Court construction. Second by Glenn Maret.

Dave Cooley will make transfer of $5,000.00 and send text for 2nd call to be made.

**Approval of Accounts Payables**

Motion by Neila Coffman to approve payables in the amount of $10,633.64, seconded by Glenn Maret. Motion passed unanimously. It was noted that $5,000.00 was transferred October 10, 2023 and therefore only $6,000 will be transferred.

**Approve Funds Transfer**

With payables approved, the amount of 6,000.00 will be transferred from the Money Market

account to the Checking account. Neila will make the first call and send text out for second call.

PARK MAINTENANCE AND DISTRICT OPERATIONS

Keith reported that there are no events scheduled for the Park as of today. Regular mowing and leaf clean up is continuing. The fence lines have been sprayed. Keith and Bob will start paying for Diesel that they purchase at Circle K and will turn in receipts to be reimbursed. This is due to the extreme long wait times in line waiting for someone to write up the charge. It’s quicker and much more time efficient for all those involved.

PROJECTS

Pickleball Courts – Waiting on the Port of Morrow.

Parking Lot Upgrade – Phase II Still waiting on City Council/City Manager. The issue of 8th Street will be addressed at the next Council meeting.

Basketball Court – Will be working to move forward on this project when the Pickleball Courts are started.

OLD BUSINESS

Maintenance of Trees in Park/Gazebo/Ball Fields/Care Takers Residence areas:

Neila reported that the tree that fell at Caretakers residence has been taken care of. There was damage to section of the new fencing that will be repaired by Get R Done.

Neila e-mailed all the bids she has received for future work.

NEW BUSINESS:  
City of Irrigon Letter: Aaron Palmquest sent a letter to the Board advising them that they need to apply for a Type III Permit before moving ahead with the parking lot project. There was general discussion regarding why this would be necessary. A copy of the letter was scanned and emailed to each Board member for review.

Review of November and December meeting dates:

November meeting date will stay scheduled for November 27, 2023.

December meeting date will be changed from December 25, 2023 to December 18, 2023.

Youth Sports:

There was general discussion regarding the need of possibly hiring a Youth Sports Director to guide the continuance of the Youth Sports program.

With the discussion from the Public Comment tonight, there needs to be someone to be in charge of working with the volunteers/parents, players, school personnel and keep all parties updated and informed. This position would be considered part-time and would be started on a trial basis.

General consensus was to create a job description and come back to the next meeting for more discussion.

Memorial Park Bench – Arnold “Joe” Theisen

There was general discussion regarding an email received from Scott Finn asking to donate a memorial bench in honor of his grandfather Arnold “Joe” Theisen. It was general consensus to have the bench installed either in during the parking lot project or right after the parking lot project. Dave will follow up with an email back to Scott Finn.

FOR FUTURE CONSIDERATION   
Discussion of existing Park District Bylaws, Policies & Procedures and Safety Program - Sandi

Mapping, planning & prioritization of projects

CREZ II Funds Grant money available 149,240.00  
Off Leash Pet Area – Sandi   
Playground East – Sandi  
Event Gazebo – Sandi   
Columbia Heritage Trail (Irrigon Marina Heritage Trail) – Sandi AWS Grant?  
Oregon State Parks (OPRD) Recreation Trails Grant Program  
Faucet Repair at Docks  
Electric Range & Lighting at Sun Shelter  
Upgrade existing playground  
Possible overflow situation with new docks  
Acquiring two new flags for the park  
Small Grant Application  
Annual Plan to plant new trees  
Amazon Funds – yearly. This year it is $263,000.00 - Will need to look at Supplemental Budget laws.

**CORRESPONDENCE**

Certificates of Insurance issued for: Youth Volleyball & Basketball and Pickleheads  
Square – Set up and active  
SDAO – Cybersecurity Grant Program Application  
SDAO – Cyber Insurance  
SDAO – Changes to OSHA Penalties & Inspection Planning Process  
SDAO – 2024 Annual Conference February 2024  
CVA - Dump Station – Everything is working well. Average bucket test 13 seconds and pump out meter at 9.3  
CVA – Workshop on pump-outs and dump stations  
SDAO – Webinar for Federal Efforts for Special Districts  
Blue Mountain – $5.00 monthly fee to process paper checks  
SAIF – Dividend of $142.00

SAFETY MEETING:

Keith and Bob had no questions or concerns regarding any safety issues.

Adjournment

There being no further business, the meeting was adjourned at 8:37pm

**Dave Cooley 01/22/2024**

**Authorized Signature Date**

**Sandi Wodarczak 01/22/2024**

**Attesting Witness Date**