***Regular Board Meeting Minutes***

***April 22, 2024***

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 7:00pm by Chair Burrel Cooley. Board of Directors present were Neila Coffman, Dave Cooley, and Glenn Maret. Absent was Kent Heidt. Staff present was Bob Byrd, Keith Curnutt, Ken Thompson and Sandi Wodarczak.

PUBLIC ATTENDANCE:  
There was no public in attendance.

CONSENT Agenda:

**Approval of October, November and December Minutes.**

**Approval of Accounts Payables - $11,842.82**

**Approve Funds Transfer - $12,000.00**

Motion by Dave Cooley to approve the Consent Agenda as presented, seconded by Neila Coffman.

Motion passed unanimously.

PARK MAINTENANCE AND DISTRICT OPERATIONS

Burrel reported that he spoke to Will from Action Pest Control and he will be able to provide service to fertilize the park area and spray for weed control.

Bob reported that the water has been turned on and sprinkler inspection/repairs are continuing.

Keith reported that the Little League group are not cleaning up after their games/practices. Dave will talk to someone with the League. The pump station has been turned on and all repairs have been completed to make sure it is working properly.

Ken submitted a proposal for a Summer partnership with Pendleton Parks and Recreation. This would include up to three weeks of activities at PPR. The program will be open for kids from 1st to 6th grade (24-25 school year) and will include mentors and parent volunteers. Cost for transportation is estimated at $840.00 per day, per bus. Each bus will hold up to 50 people. The cost is about $100.00 per week, per participant, and it is anticipated that this cost will be paid by the parents. Ken has been working with Morrow County School District to utilize grant funds from their Summer Learning Grant Opportunity. This grant will cover $28,000.00 for transportation expenses and there are additional funds to help pay mentors for their time. Ken will keep the Board updated on this activity.

Ken reported that the Youth Track & field event is proving to be a success There are about 25 students that registered and will be participating in Meets at Hermiston, Umatilla and Standfield. He would like to see IPRD hold a Meet for next year. There will be a need to purchase equipment to host a Meet.

There was general discussion regarding the need to start planning for the Fall Grid Kids and Volleyball. It needs to be determined what equipment will be needed for both activities.

There was general discussion regarding having a softball or pickleball tournament during the Watermelon Festival. As of now, the Watermelon Festival is not planning on holding any tournament. Ken will work on this project and report back.

There was general discussion regarding the Bicycle Rodeo to be held at the end of the school year. Ken will get hold of someone at the Morrow County Sheriffs Office and ask for someone within their organization to participate. The event will be held at ACH. Ken will look at getting donations and Dave will look at getting a banner made for the event with the donations acknowledged on it. Motion by Neila Coffman to spend up to $2,000.00 to purchase helmets and other “give-a-ways” for the event, seconded by Dave Cooley. Motion passed unanimously.

Ken reported that The Sage Learning Center and Summer Theater Camp are not doable activities for the current year, due to costs and limitations.

There was general discussion regarding future events such as Movies in the Park and Yoga in the Park.

PROJECTS

Pickleball Courts – Dave reported that concrete should be poured the first week on May.

Basketball Court – Dave reported that concrete should be poured the first week on May.

Parking Lot Upgrade – Phase II: Burrel reported that the State Marina Board project list is three to four years out. There was general discussion that IPRD will look for Engineers to design and draw up the plans. Burrell and Dave will look for this information and contact Port of Morrow for some direction as well.

OLD BUSINESS

Playground West:

Neila will put together the information for the LURA required by the ACOE. She is looking at preparing information to send for grant funds with State Parks and other grant programs.

Off Leash Pet Area:

Dave is working on getting a bid for this project. The are two signs that need to be added within the area, Dave will provide a google map indicating where the signs need to be and the installation requirements.

Columbia Heritage Trail (Irrigon Marina Heritage Trail):

Dave is working on getting a bid for this project. Burrell is working with ACOE regarding this project.

NEW BUSINESS:

Purchase of Used Grass Seeder – Dave

Dave reported that the seeder that he was looking at requires a tractor to pull it. There was general discussion about what type of seeder can be used and what will be effective for the needs of the park. This will be added to Future Consideration.

IntraFi-ICS – Bank of Eastern Oregon

Sandi reported that there is a need to move funds so that there is no more than $250,000.00 in one bank, as the FDIC limit is $250,000.00. The Bank of Eastern Oregon offers a solution, InftraFi Cash Service (ICS). This sets up funds to be transferred to different institutions, each one that is FDIC for up to $250,000.00. There is no fee associated with this program. It will keep all accounts at the maximum amount of $250,000.00 and will all be reported on one back statement.

Motion by Dave Cooley to approve the necessary transfers with ICS to bring all accounts into compliance with FDIC and have two board members sign the necessary documents, seconded by Neila Coffman. Motion passed unanimously.

Bench in Park for Abbott Family

A request was made by Robert Ayala to purchase bench and place it in the Marina park in honor of his grandmother, Wanda Abbott.

There was general discussion about the placement of the bench. It was general consensus to have it be part of the Playground West project.

Motion by Dave Cooley to approve the request to have a bench placed in the park and be part of the Playground West project, seconded by Glenn Maret. Motion passed unanimously.

Proposed Budget:

The proposed budget was presented to the Board. There was general discussion regarding the receipt of funds to be received in the 2024-2025 budget cycle: Property Tax funds, Rental Income, Grant funds, Miscellaneous Income, CREZ funds, Youth Sport funds. The figures were agreed upon and the budget for revenue was set at $1,736,895.00

There was general discussion regarding the expenditure of funds for the 2024-2025 budget cycle; Personnel Services, Material & Services, Event Gazebo, Heritage Trail, Playground West, Dog Park, Park & Equipment Improvements, Dock Improvements. The figures were agreed upon and the budget for the expenses was set at $1,736,895.00.

There was general discussion regarding the pay rate for District Clerk Sandi Wodarczak. She has been employed since February of 2022. Motion by Neila Coffman to raise Sandi Wodarczak’s rate of pay to $20.00 effective 4/2/24, seconded by Glenn Maret. Motion passed unanimously.

New Docks:

There was general discussion regarding the dock replacement project. This project has been approved until 2025. Dave received a quote from Knights Boat Docks for the second dock replacement project, $151,447.00.

Motion by Glenn Maret to approve the purchase of new boat dock from Knights Boat Docks at a cost not to exceed $152,000.00, seconded by Dave Cooley. Motion passed unanimously.

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

Mapping, planning & prioritization of projects – 4 projects are in the works

CREZ II Funds Grant money available 149,240.00  
Event Gazebo  
Oregon State Parks (OPRD) Recreation Trails Grant Program  
Faucet Repair at Docks  
Electric Range & Lighting at Sun Shelter  
Possible overflow situation with new docks  
Acquiring two new flags for the park  
Small Grant Application  
Convert Equipment room into Office Space  
Playground - East  
Construct storage unit for Little League and Pickle Ball equipment – Kent will work on getting a quote for the cost of two preconstructed sheds.   
New Dock – Dave  
Life Rings need to be installed on docks   
New Reader Board at ACH – Burrel reported that the school has received a new reader board. Most of the expenses have been covered but he would like the Board to consider giving any funds that might be needed to complete the installation of the board.

**Correspondence:**Request for Public Records  
Request for Employment  
Public Depositor Annual Verification

Adjournment

There being no further business, the meeting was adjourned at 9:27pm

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**Authorized Signature Date**

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**Attesting Witness Date**