***Regular Board Meeting Minutes***

***August 28, 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:  
There was no public in attendance

CONSENT Agenda:

Approval of Minutes:

Motion by Dave Cooley to accept the Minutes from June 26, 2023 and July 24, 2023 as presented. Second by Glenn Maret. Motion passed unanimously.

**Approval of Accounts Payables**

General discussion regarding adding invoice for spraying in the amount of $2,210.00.

Motion by Neila Coffman to approve payables in the amended amount of $14,975.45, seconded by Glenn Maret. Motion passed unanimously

**Approve Funds Transfer**

With payables approved, the amount of 15,000.00 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 two events scheduled in the park and reservations have been made: Victory Light House Church; entire day and Family Reunion in September; entire day.

There was general discussion regarding: Grass killed on one of the ball fields, this will require ferritization and probably replanting. Still need chemical list used on spray in July. There was spraying done July 2 and July 7 and again Aug 3 and Aug 8. There needs to be better coordination of when and who will be doing the weed control.

Neila reported that the Throw Buoys are in the shop and need to be installed on every dock. She will work with other Board members to get the buoys installed.

There was general discussion regarding the use of the public docks and how long a boat can moor there. Keith was approached by a person that wants to moor his boat in the public area for two or three works while his trailer is being repaired. General consensus is that there is time limit, but the Marina is not responsible for any issues that might arise.

There was general discussion regarding the need for grass to be fertilized twice a year; Fall and Spring. Bob Byrd and Dave Cooley will look into the cost of obtaining the fertilization. General consensus is it needs to be done soon, as irrigation water will be turned off early October.

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 she and Kent did a walk through with several tree companies and created three phases of work projects: Phase 1 – Immediate Safety; Phase 2 – Prevention; Phase 3 – Removal of dead trees. There was general discussion of what needs to be done immediately and what the bids will be. Neila will e-mail all bids she receives and the Board will move forward.

Neila attended the SDOA Board Members training and highly recommends any other member to attend if they have the time. Very informative and she received a list of discounts the Board can receive on insurance, if any members of the Board are associated with other qualified groups. Sandi will contact insurance company and get them any updates.

NEW BUSINESS:  
Youth Sports: Dave reported that Volleyball and Grid Kids sign ups are in the works. The Board has received a Square to process credit card payment. Neila will program the Square with current information and it will be available to youth sport teams to process payment. There will be a 3% service charge added to each charge.   
During sign ups, there will be a need for petty cash to give change. There will be a check issued to Cash for $200.00, with $100 charged to Volleyball and $100 to Grid Kids. It will be returned after signups are done

**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

**CORRESPONDENCE**

Visa – EOB Dave will contact Bank and get mailing address corrected and request date changes  
Grid Kids Cashier’s Check – To Fund Start of Grid Kids  
Oregon Sec of State  
Mod-U-Dock  
Emails – Camping, Reunion, Birthday Party, Mooring Question  
John Day Reservoir Operations Fall 2023AWS Community Grant Funds   
Gordon’s Electric – COI  
SDAO – Trainings  
Columbia River Heritage Trail – Panel Locations – Burrel will provide requested information.

SAFETY MEETING/any suggestions or concerns:

Back Injuries and Prevention: Back injuries are some of the most prevalent and hardest-to-prevent injuries on the job. These types of injuries account for a large majority of worker’s compensation claims every year.

Back injuries often occur when:

Individual is lifting up an object; using improper lifting techniques; lifting heavy objects; twisting while lifting or carrying objects; Repetitive lifting during a work task.

Ways to Prevent Back Injuries:

Try to eliminate as many lifts as possibly during the workday by using appropriate equipment, such as forklifts, hand carts/dollies. Set up work areas that are ergonomically friendly to all employees. Set up the buddy system lifting. Set weight limits on single lifting objects.

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

Adjournment

There being no further business, the meeting was adjourned at 8:33pm

**Burrel Cooley 10/23/2023**

**Authorized Signature Date**

**Sandi Wodarczak 10/23/2023**

**Attesting Witness Date**