AGENDA

Willow Creek Park District

Regular Board Meeting

Innovation Hub – Monday, Oct. 9, 2024 – 6:00pm

**Present:** Joe Armato, Petra Payne, Julie Baker, and Katie Murray

**Absent:** Kayla Haguewood, Megan Golden

The meeting was called to order by Joe Armato at 6:10pm.

**Minutes:** The board reviewed the minutes of the last meeting on August 19th, 2024. Julie moved to approve the minutes as presented, Petra seconded the motion, all in favor, motion carried.

**Financial Report:** Katie reported there are still outstanding payroll checks yet to be cashed by a few pool season staff. Petra will work on reminding these employees to cash their checks. Joe informed the board that the Therapy Pool jets need to be replaced and that will be reflected as an larger expense in next financials.

**Old Business:**

**Pool Manager**: Katie asked the board to review the new job description and pay scale for the pool manager position. Katie said she would like to post the job in early November for hiring by January 2025. Julie moved to approve the job description and pay scale as presented, Joe seconded the motion, all in favor, motion carried.

**SDAO Conference:** Katie relayed to the board that the SDAO conference is coming up and would like to invite all board members to attend. Katie requested the board make a motion to approve the cost of conference ticket, and accommodations for both general manager and board members to attend. Jule moves to approve this request, Joe seconded, all in favor, motion carried.

**Board Chair, Joe Armato read aloud the following:** **ORS 192.660(2)(a)** to review and consider the employment of a public officer, employee, staff member, or individual agent. (see executive session minutes).

**New Business:**

**Heppner Daycare New Facility Request:** Katie reported that Heppner Daycare is looking to acquire the tennis courts from the school district for a new daycare. To retain the recreational facilities, Katie is requesting the WCPD board take on ownership and maintenance of one tennis court next to the current pickleball courts. The Howard & Beth Bryant Foundation plans to finance the project. Joe move to approve this arrangement and for Katie to keep the board posted on next steps, Julie seconded the motion, all in favor, motion carried.

**Next Regular Meeting:** TBD

**Adjourn:** Joe adjourned the meeting at 6:31pm.

Executive Session

Joe opened the executive session at 6:15pm and read aloud the ORS.

**ORS 192.660(2)(a)** to review and consider the employment of a public officer, employee, staff member, or individual agent. (see executive session minutes).

Katie requests the board review the current stipend amount of contracting fees from Skip Matthews. Skip is currently helping transition the water park duties to the city of Heppner. He is currently paid at a rate of 1,200/month. Katie would like the board to consider contracting with Skip to support the City and support the training of a new pool manager at the rate of $750/month. Joe moves to approve Skip Matthews’ fee to $750/month effective Oct. 1, Julie seconded the motion, all in favor, motion carried.

Joe closed the executive session at 6:20pm and reopened the regular board meeting.