Willow Creek Park District

Friday, 9/8 – 12:00 pm

Heppner City Hall

Zoom Meeting ID: 714 554 2843

Passcode: 1iC41R

Link: <https://us05web.zoom.us/j/7145542843?pwd=iFB6QaVfKsOHZfbLa3cwubnIGELHwa.1>

Board members present: Joe Armato, Kayla Haguewood, Petra Payne, present in person, Julie Baker present via zoom

Staff members present: Katie Murray

Call meeting to order: Kayla called to order at 12:04 pm

Petra Payne was installed as a board member, sworn in by Kayla Haguewood

Joe Armato was installed as a board member, sworn in by Kayla Haguewood

Minutes: Budget Committee

Joe motioned to approve, Kayla seconded, motion carries

Financial Report:

Katie reviewed the reports, attached in board packet. Tax revenue expected to be received in November, expecting approximately 195,000.00

$86,000 Grant balance includes the WCVEDG grant, and $15,000 from County Juvenile department

Old Business:

None

New Business:

1. Petra Payne, new board member
2. Board positions

One position vacant that was not filled in the election. Positions are due to be elected.

Petra nominated Joe as board chair, Julie seconded, motion carries

Joe nominates Julie to be secretary treasurer, Kayla seconded, motion carries

1. Authorization of board members and administrator as bank account signatories

Katie suggested making all of board signers, remove

Joe motioned to approve all board members as signers, additionally Kim Cutsforth, the accountant and Katie Murray, the administrator. Kayla seconded, motion carries.

1. Open Phone

Joe discussed this Phone app, creates a VoIP number to $150 a year, with additional expenses for added lines. It would reduce current costs, and streamline the process of multiple phones, bills, and access by employees.

1. Asphalt Project - RV park

Quote included in board packet, due to the amount, the board would like to wait for a spring grant application opportunity to aid in the funding. The district will also need to repair the dock at the Willow Creek Reservoir, and will be looking for grant opportunities at the same time.

1. Pool refinishing

Current pool surface is over 25 years old, and needs to be redone. Timeline for those repairs would ideally be in March, prior to the pool opens. The ideal reseal would remove the plaster and reseal with a material that would not require water to be in the pool year round. Katie is working on looking for contacts for potential contractors to do the project.

Therapy pool reservations will be moved digitally, shared with the RV park reservations, managed by Joe Armato, the new reservations coordinator for the district.

1. Lifeguard recruitment

2023 summer season was difficult to maintain staff and have enough available for scheduling.

Discussion of ideas to maintain and incentivize the position included bonus opportunities, increased wages, and/or surveys from past lifeguards at the end of the season to learn where there are gaps that could be improved on. Lifeguards need to be 15 years old for Red Cross standards.

1. New maintenance manager

District is looking to partner with the City to share a maintenance worker that would work part time for WCPD and remainder of hours for the city, or an organization like that. Skip Matthews, the current staff in that role, has been an asset in this position.

Next Regular Meeting: Tuesday, November 7, 2023

Adjourned by Joe at 1:07 pm