WIARD MEMORIAL PARK DISTRICT

MINUTES REGULAR BOARD MEETING

Wednesday, October 15, 2025

1. **CALL TO ORDER**
   The regular board meeting for the Board of Directors of the Wiard Memorial Park District was called to order at 5:15 pm by Chair Dennis Wiard, on Wednesday, October 15, 2025, at the Wiard Park Shop Office, 2800 Wiard St., Klamath Falls, OR 97603.

2. **ROLL CALL**
   Directors present were Dennis Wiard, Scott Renie and Randy Myrick and Park Secretary Ruth Ann Strom. District Manager Denise Woodman phoned in. Those not in attendance were Director Carl Kessler, excused, and Director Dan Wiard, unexcused. Attorney Nathan Ratliff was not present.

3. **PRESENTATIONS AND REPORTS**
   None

4. **PUBLIC HEARINGS**
   None

5. **PUBLIC INPUT**
   None

6. **CONSENT AGENDA**
   Director Scott Renie moved to accept the consent agenda, including regular Board meeting minutes for September 10, 2025, and Accounts Payable for September 2025. The motion was seconded by Director Randy Myrick. Consent agenda approved. The financial statements were not available; this item was tabled until next month.

7. **OLD BUSINESS**
   a. Bookkeeping services: District Manager stated that the bookkeeper, Nilda Pena, has moved back to Klamath Falls and is working full-time for her bookkeeping business. District Manager and District Secretary met with NP Accounting bookkeepers, Ms.

Pena and Ms. Kalita. NP Accounting is working on getting correct beginning balances entered into the Patriot software. District Manager would like a draft of the fiscal year 2024/25 financial statements from Molatore and Company in order for NP Accounting to make the adjusting journal entries as of June 30, 2025.

Additionally, District Manager has reviewed the fiscal year 2024/25 detailed general ledger provided by Marie Anson, Books 2 Taxes. Only non-material coding errors consisting of items posted to the wrong account codes were noted. A final payment of services has been made to Ms. Anson as she has provided all requested items. If we need anything else from her there will be an additional fee.

b. Washington Federal Bank: District Manager reported that the bank changed their bill pay system around June 2025. They now use a new third party to process all bill pay items. District Secretary discussed issues she has had with the bill pay system. District Secretary has some administrative rights with the Washinton Federal online bill pay but changes must be made by the Designated Administrator. There was a brief discussion regarding available banking partners. District Manager stated it must be a State of Oregon qualified depository. The board would like to wait to see if these issues will smooth out in the coming months.

   District Manager has received her bank-issued credit card, and she must attend an onboarding class prior to using the card. Also, she is applying for two more cards for staff. There was discussion about using a credit card for more purchases. District Secretary is concerned this may complicate 1099 reporting.

c. Wiard Park splash pad: Park Maintenance Manager has been looking for competitive bids for a misting station, calling six companies that provide splash pads. However, it appears that Vortex is the only source with a true misting station that offers a low water volume. He will continue looking for other sources.

d. SDAO Best Practices – Supervisor Training: District Manager stated that she and Park Maintenance Manager will complete the training required for supervisors. All other requirements have been met.

e. Board member email accounts: District Manager reported that this item is on hold as she focuses on giving priority to onboarding the Bookkeepers and bringing the financial statements up to date.

8. <u>NEW BUSINESS</u>

a. Resolution 2025-002 Paid Leave Oregon Policy: Part of the best practices plan is to update policy. District Manager provided the resolution and supporting data which addresses qualifying events for paid leave. The resolution was reviewed by the attorney, Mr. Ratliff, and approved with some modifications. Board chair Dennis

Wiard read the resolution. Director Scott Renie made a motion to adopt the policy and Director Randy Myrick seconded the motion; the motion carried. A signed copy of the adopted resolution is attached with these minutes.

9. OTHER BUSINESS

a. Park Maintenance Manager updates: the following items were reported:

All end-of-season tasks have been done or are in progress such as removing tree trimming, brush removal, and winterizing irrigation.

A vehicle, driven by an unlicensed and uninsured driver, drove through the Wiard Park fence but maintenance crew staff were able to repair it.

Current Projects and Repairs: the last paving project at the Wiard Park parking lot created a stopping and tripping hazard due to the height difference between pavement and the top of the parking bollards. Rocky Mountain Construction evaluated the issue and made a recommendation for park staff to remove the bollards. Then, pave two sections, going back approximately four feet to the fence and reinstalling the bollards on top of the new asphalt. The proposed cost for one section of about 785 sq. feet is $7,120.00; the cost of a second section that is slightly longer than 875 sq. feet is $7,935.00.

Rocky Mountain Construction submitted a proposal to repair an area impacted by a fallen tree at the Wiard Park Shelter last winter. This would be for the removal of a 140 sq. foot area and fill with 3" of compacted asphalt for $1920.00.

District Manager stated that there is $50,000 in the budget for parks repairs. Director Scott Renie made a motion to accept the proposals for the parking lot pavement and the asphalt in the area of the fallen tree near the shelter. Director Randy Myrick seconded the motion; the motion carried. District Manager will check with attorney, Mr. Ratliff, to see if we need additional quotes.

Future projects and repairs: Park Maintenance Manager and District Manager discussed next year's improvement projects for the parks. There are asphalt basketball courts at Alva, Etna, and Klein Parks that need to be replaced, most likely with concrete as it will require less maintenance. Bids will be needed for the work with the expectation to begin work in the spring, and the remaining work to be done in the next fiscal year.

Bathrooms are winterized and locked for winter season. There is heat in all of the bathrooms now and thermometers have been placed in each to allow for monitoring.

b. District Manager update: the following items were reported:

The crew bonuses will be issued with the October payroll.

The human resource company used by SDAO has released a new checklist and sample employee handbook. District Manager will use the sample handbook to update the District's employee handbook.

10. EXECUTIVE SESSION:

No executive session.

11. ADJOURN

Director Randy Myrick made a motion to adjourn this meeting and Director Scott Renie seconded this; the motion carried. The next meeting of the board is scheduled for Wednesday, November 12, 2025, at 5:15 pm at the Wiard Park Shop.

Prepared by: *District Secretary, Ruth Ann Strom*

Board Meeting Approval Date: November 12, 2025

Board Chair: Dennis R. Alvis