WIARD MEMORIAL PARK DISTRICT

MINUTES REGULAR BOARD MEETING

Wednesday, August 13, 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, August 13, 2025, at the Wiard Park Shop Office, 2800 Wiard St., Klamath Falls, OR 97603.

2. ROLL CALL

Directors present were Dennis Wiard, Scott Renie, Carl Kessler, and Randy Myrick. Also present were Park Manager Denise Woodman, Park Secretary Ruth Ann Strom, and Attorney Nathan Ratliff. Director Dan Wiard was excused as absent.

3. PRESENTATIONS AND REPORTS

None

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT

None

6. CONSENT AGENDA

Director Kessler moved to accept the consent agenda, including regular Board meeting minutes for July 9, 2025, and Accounts Payable for July 2025. The motion was seconded by Director Randy Myrick. Consent agenda approved.

7. OLD BUSINESS

a. Bookkeeping services: Park manager Denise Woodman presented an update, stating that the contract was signed for new bookkeeping services with NP Accounting Service. The Financial Statements for July 2025 are still being prepared by them and will be presented at the August 2025 board meeting. Ms. Woodman and Ms. Strom met with bookkeeper Diane Kalita of NP

Accounting on two occasions to facilitate the transition of accounting services to their firm. They are entering beginning balances and general ledger information as obtained from the former bookkeeper. NP Accounting did complete the July 2025 payroll. They use software called Patriot, instead of QuickBooks, so they will provide reports to us when requested; however, it may be possible for them to provide us with a login at some point in order to access reports.

b. Washington Federal Banking: Park manager Denise Woodman presented an update, stating that all board members, except for Director Myrick, have been into the bank to update their profiles. Ms. Strom is not a signer on the account but will be able to make deposits of checks; the bank will set up a profile for her upon making her first deposit.
Ms. Woodman made an application for a credit card account and she will be the primary member. Once she receives her card/account she will be able to request cards for Director Dennis Wiard and Ms. Strom.

c. Wiard Park splash pad: Park Maintenance Manager Dennis Wiard reported that the splash pad has presented many issues this year including repairs to the UV system, power boxes, and a broken pipe. There are cracks in the 6" concrete pad also. It is probable that the issues will be even greater next year so we need to consider other options including replacing the splash pad with a freshwater system (a misting park) which would eliminate the need for a pump and would require fewer chemicals. The water would go down a drain but we could possibly utilize the 2000-gallon tank that we own to collect the water and then use it for irrigation. Director Wiard distributed drawings from Vortex of a misting park with an output of water at 9 or 12 gallons per minute as well as other options. The base price is approximately $40K, not including labor for concrete and electrical. A rep from Vortex can work up a quote specifically for the options we choose. Board members discussed the cost of water at 3.72 per unit, estimating the amount to be about $30 per day, operating at 5 days per week. The center section of concrete would need to be replaced due to cracking but the rest could be salvaged. A circle cut would be better than square as that would eliminate cracks from the corner square. Director Wiard went on to say that the splash pad maintenance requires specialized knowledge of applying chemicals and we don't have staff who are specialized in mixing and applying chemicals. We need to continue looking at solutions over the winter. Mr. Ratliff asked about sewer costs for the splash pad to which Ms. Woodman answered that South Suburban Sanitary District does not charge us for splash pad water drainage. She will research the grants that may be available for this project.

8. <u>NEW BUSINESS</u>

a. SDIS Safety and Security Grant: Park Maintenance Manager Dennis Wiard reviewed literature received for grant opportunities with a matching up to $2500 for various safety and security projects. Last year we received this grant and used it for lighting improvements and completed a portion of the project, a total of $2300. If this grant is received this year, we could complete the lighting project. The board discussed another project for the potential grant funds this year - upgrades to security cameras at Wiard Park and cameras for Crest Park.

b. SDAO Local Training Opportunity: Misty Buckley from Klamath Soil Conservation District asked if our board members/staff would like to participate in a training course for SDAO

Public Meetings Law in September. Mr. Ratliff stated that this is required only if you have over $1 Million in operations annually; it is recommended if you have less than that which is what applies to our district. Ms. Woodman will respond to Ms. Buckley by this Friday, August 15, 2025, to let her know that we will have two to -three members to participate.

9. OTHER BUSINESS

a. Park Maintenance Manager: Park Maintenance Manager Dennis Wiard reported the following: Work in the parks has been going well. The temp staff are leaving at the end of this week to return to school and the temp agency does not have anyone else to refer to us currently. Cleanup of winter debris at Gigler has continued and limb cleanup at Crest has been done. There has been minimal graffiti. The new picnic tables were delivered and installed; they look great. Concrete cracks have been caulked. The splash pad is now running smoothly. Dirt, mixed with compost to make it go further, is being delivered. Wiard Park grass is growing nicely as we have received ample water this year. Other parks are being scaled back on watering as they are too green. We are a little behind on some projects due to lack of skilled and experienced staff.

b. District Manager: Ms. Woodman brought the following items to the board:
PERS SB 1049 for employer contribution rates for employees who are vested PERS members, currently Ms. Woodman and Ms. Strom. The board previously asked not to make payment on current earnings until the past-due amount has been resolved. Ms. Woodman asked if this is still the wish of the board and it was determined that this discussion called for an executive session as documented in item 10.
Director Kessler asked about PERS contribution rates. Ms. Woodman looked up information on the PERS website for special districts which shows that the rates vary greatly. Mr. Ratliff will inquire about the rate but noted that it should make a difference once we are caught up. Our rate is not shown on their website.

Accounting/Bookkeeping: Ms. Woodman informed our accounting firm (Ray at Molatore) of the change in bookkeeping firms from Books 2 Taxes (Marie) to NP Accounting Services LLC (Diane and Nilda) as well as the addition of Ms. Strom as park secretary. Ms. Woodman asked Ray about resolving the prior year issues and he acknowledged that he had everything from our former bookkeeper, Marie. We still need to send form to Secretary of State for prior year. Ms. Strom will scan and send to him the minutes, financials, etc. for current year. The new bookkeeping firm, NP Accounting, is still waiting to receive requested documentation from Marie at Books 2 Taxes. We are holding payment of the final invoice from Books 2 Taxes until they have submitted all requested documentation to NP Accounting and everything is reconciled.

OSHA consultation – Director Myrick talked to a local OSHA rep at his place of employment and would like to invite him to consult and advise us for our area to make sure we are following current regulations. The board members deliberated but decided not to do so at this time.

10. **Executive Session:** Chair/Director Dennis Wiard called to order the executive session per ORS 192.660(2)(f). Update provided to Board of Directors by Attorney Nathan Ratliff. No Action taken by Board of Directors. Chair/Director Wiard adjourned the executive session.

11. **ADJOURN**

Director Myrick made a motion to adjourn this meeting. Director Renie seconded this. Motion carried. The next meeting to be Wednesday, September 10, 2025, at 5:15 pm at the Wiard Park Shop.

Prepared by: *District Secretary, Ruth Ann Strom*

Board Meeting Approval Date: September 10, 2025

Board Chair: _____