WIARD MEMORIAL PARK DISTRICT

MINUTES REGULAR BOARD MEETING

Wednesday, January 14, 2026

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, January 14, 2026, at the Wiard Park Shop Office, 2800 Wiard St., Klamath Falls, OR 97603.

2. **ROLL CALL**

   Directors present were Dennis Wiard, Scott Renie, and Carl Kessler. Director Dan Wiard and Director Randy Myrick were absent unexcused. Attorney Nathan Ratliff was also present, and District Manager Denise Woodman was present via phone.

3. **PRESENTATIONS AND REPORTS**

   Chair Dennis Wiard introduced Kathy Neese, the new Secretary for the Park District.

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 December 10, 2025, Accounts Payable for December 2025 and Financial Statements for July 2025 – September 2025. The motion was seconded by Director Carl Kessler. Consent agenda approved.

OLD BUSINESS

a. Bookkeeping services: District Manager, Denise Woodman reported that the current Bookkeeper, Nilda Pena notified the District via email on December 23rd that she has moved out of state and sent a follow-up email on January 7, 2026 informing the

District she no longer has a phone and suggested the District may be more comfortable working with another Bookkeeper. District Manager, Denise Woodman and Board Chair, Dennis Wiard reported that they interviewed a local Bookkeeper, Vickie Baker who is available to take the District as a client and reconstruct the current fiscal year financial data using QuickBooks and recreate the monthly financial statements. Director Carl Kessler moved to hire Vickie Baker as outside bookkeeper for the district as of 1/14/2025 at the same rate as current bookkeeper. The motion was seconded by Director Scott Renie. Motion carried. District Manager, Denise Woodman, will cancel the existing contract with Bookkeeper, Nilda Pena and make payment for work completed, and draft contract for Vickie Baker.

7. **NEW BUSINESS**

a. Sole-Source Procurement: Attorney Nathan Ratliff reported on findings for sole source procurement of splash pad compatible replacement parts and components. Director Carl Kessler, moved to approve resolution 2026-001 approving the procurement of sole-source splash pad system compatible replacement parts and components. The motion was seconded by Director, Scott Renie. Motion passed. Public notice of intent to award sole-source contract and opportunity to protest will be posted on the District's website and on the Park District reader board. Park Maintenance Manager, Dennis Wiard, reviewed the quotes received for replacement parts/components and estimated installation costs.

b. Review Budget Calendar – District Manager, Denise Woodman discussed moving the budget calendar review to the next meeting, requesting input on any dates to avoid due to team members' midweek absences. She noted the current schedule includes a budget meeting just prior to the May board meeting and a study session in April to review the spreadsheet. Board members confirmed availability during the week for these meetings.

8. **OTHER BUSINESS**

a. Park Maintenance Manager update: Park Maintenance Manager, Dennis Wiard provided an update on park maintenance, noting that while there were some issues with graffiti and a recent flood due to a water release, no considerable damage occurred and all issues were resolved at no cost to the park. He mentioned ongoing work on the splash pad project and a recent gender reveal party at Crest that resulted in a confetti mess. He also addressed a two-week delay in waste management services, which has been credited to the park's account.

b. District Manager update: District Manager, Denise Woodman reported on bringing on a new bookkeeper and the need to complete outstanding tasks, including obtaining documents from two years ago and submitting state reports.

c. Board Member Annual Training – The Board Chair and District Manager will set a date and time for the annual board training. The Board discussed the annual SDAO Conference. Board members decided that the District will attend on a bi-annual basis. Board Chair, Dennis Wiard attended the 2025 conference. Board members will plan to attend the February 2027 conference.

9. ADJOURN

Director Carl Kessler 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, February 11, 2026, at 5:15 pm at the Wiard Park Shop.

Prepared by: Denise Woodman, District Manager

Board Meeting Approval Date: February 11, 2026

Board Chair: Dennis R. Wiard