



WIARD MEMORIAL PARK DISTRICT

MINUTES REGULAR BOARD MEETING

Wednesday, July 9, 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 Vice-Chair Carl Kessler, on Wednesday, July 9, 2025, at the Wiard Park Shop Office, 2800 Wiard St., Klamath Falls, OR 97603.

- a. Oath of Office was administered by Vice-Chair Carl Kessler for director positions. Oaths were sworn by Directors Dan Wiard, Dennis Wiard, and Randy Myrick.
- b. Election of Officers: Director Dennis Wiard was elected as Chair, nominated by Director Renie and seconded by Director Kessler, all were in favor and the motion carried. Director Carl Kessler was elected as Vice-Chair, nominated by Director Renie and seconded by Director Dan Wiard, all were in favor and the motion carried. Director Randy Myrick was elected as Secretary of the Board, nominated by Director Renie and seconded by Director Dennis Wiard, all were in favor and the motion carried.

2. ROLL CALL

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

3. PRESENTATIONS AND REPORTS

None

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT

None

6. CONSENT AGENDA

Director Renie moved to accept the consent agenda, including regular Board meeting minutes for June 11, 2025, Accounts Payable for June 2025 and Financial Statement for June 2025. This was seconded by Director Dan Wiard. Consent agenda approved.

7. OLD

- a. Bookkeeping services: Park manager Denise Woodman presented an update, stating that Nilda Pena requested the contract wording be revised to reflect the partnership of NP Accounting Services. Attorney Nathan Ratliff made the revisions and sent those to Ms. Pena today. Bookkeeping services for July will continue with Marie.
- b. Washington Federal Banking: Park manager Denise Woodman presented an update, stating that the signed June 2025 board meeting minutes will be submitted to the bank by Director Dennis Wiard. This will authorize the bank to update signers for the checking account as authorized at the June 2025 board meeting. Director Dennis Wiard will notify signers when this step is complete. District Manager, Denise Woodman will submit the required Board Minutes to Washington Federal for credit card application process.

8. NEW BUSINESS

- a. Wiard Park splash pad: Park Maintenance Manager Dennis Waird reported that with the start-up of the splash pad mud was present in the bypass, indicating a broken pipe under the concrete. The concrete has developed new spider-web cracks despite sealing last year. He is researching alternative solutions that are cost effective. One alternative is a misting station which would use less water but more research is needed. Another issue occurred last week during a circulatory test when the pump would not start. Repairs made to the capacitor were successful but this may be a sign that there is corrosion. This is the third capacitor replaced during life of 14 years of the pump. The pump should continue to perform for this season but an upgrade of the pump should be considered after this season. Testing on the tank will be performed on Monday to check for faults.
- b. Picnic table order: Park Maintenance Manager, Dennis Wiard reported that the manufacturing of the order is still in process but is expected to be completed soon and delivery could be in another week. He has informed the vendor that we need one-day notice to be ready for delivery. Eleven tables are coming; these were ordered last year at a cost of approximately \$33K. Nine tables are for the shelter and two for other park locations. Director Wiard would like to order an additional eleven tables this year through the State of Oregon contract, so no quotes would be needed. Director Kessler opened a discussion regarding the budget for this, and it was decided that to wait to order more tables until summer season is over. This will allow a full assessment of the splash pad repairs and upgrades. Ms. Woodman stated that there is \$35K budgeted for Splash Pad repairs and Park Development (general) is budgeted for \$60K.

9. OTHER BUSINESS

- a. Park Maintenance Manager: Park Maintenance Manager Dennis Wiard reported the following: The crew has been performing limb removal as needed. Someone shot and killed a deer, Fish and Wildlife was notified. At Keller Park someone vandalized the rented porta potty last night by attempting to blow it up using fireworks. There have been more overnight campers; they are talked to the following morning. The roll-up door has been repaired at Wiard Park. The mower blade is not working and will need to go to Pelican Tractor for repair. All vehicles are good for maintenance. There are some pine trees starting to show golden needles indicating that they are dying. Three pine trees certainly will need to be taken down. Irrigation has been good. We still need city water at Etna but the system has not been used in a long time. Enterprise Irrigation apologized for the delay. Ruth Ann Strom has begun work as Park Secretary and the purchase of a computer was made for this position.
- b. District Manager: Manager Denise Woodman distributed the Fiscal Year 2023/24 Financial Statements. The accounting firm did not include the form necessary to submit and pay the Secretary of States office. She questioned this with accountant (Ray) and he said that the district failed to supply needed documentation. Ms. Woodman discussed with the board the options to move forward to wrap up this matter: One, she would need to review all resolutions to see if we have what the accounting firm requires pertaining to ethics and purchasing policy but this could be time-consuming. Two, we could tell the accounting firm that we do not have the required documentation at this point. Ms. Woodman will email the attorney, Nathan Ratliff, to get his recommendation. We want to make sure we are prepared in this manner for next year.

10. Executive Session

No 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, August 13, 2025, at 5:15 pm at the Wiard Park Shop.

Prepared by: *District Secretary, Ruth Ann Strom*

Board Meeting Approval Date: August 13, 2025

Board Chair: *Dennis R. Wiard*