WIARD MEMORIAL PARK DISTRICT

MINUTES REGULAR BOARD MEETING

Wednesday, December 10, 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, December 10, 2025, at the Wiard Park Shop Office, 2800 Wiard St., Klamath Falls, OR 97603.

2. **ROLL CALL**

   Directors present were Dennis Wiard, Dan Wiard, Scott Renie, Carl Kessler, and Randy Myrick. District Manager Denise Woodman and Attorney Nathan Ratliff were 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 November 12, 2025, and Accounts Payable for November 2025. The motion was seconded by Director Dan Wiard. 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 Bookkeeper, Nilda Pena as sole proprietor, has taken over the payroll processing from NP Accounting, but no monthly financial reports are available at this time. Due to the change in bookkeeping software used by Nilda Pena the prior QuickBooks data is not available. Manager

Woodman requested purchase of a single QuickBooks license in order to access prior QuickBooks data. Board approved the purchase by consensus.

b. Washington Federal Bank: District Manager reported all but one check has cleared in the Washington Federal's Cash-Flow Central system. Prior month issues have now been resolved.

c. Wiard Park Splash Pad: Park Maintenance Manager reported that Splash Pad replacement parts from Vortex are estimated at $47,000 and the District will need to hire electrical, plumbing, and general contractor to complete the job. A quote from MRC Recreation should be received by the end of the year.

d. Board member email accounts: District Manager reported that this matter continues to be on hold while priority is given to getting the financial statements up to date.

8. NEW BUSINESS

a. SDIS Safety and security Grant – The District has been awarded a $2,500 SDIS 2025-2026 Safety & Security grant. The Award & Acknowledgement letter will be signed and returned to accept the grant.

b. Secretary, Ruth Ann Strom submitted a resignation letter on November 20, 2025 effective immediately to Board Chair, Dennis Wiard. District Manager Woodman will open a recruitment to fill the vacant position.

9. OTHER BUSINESS

a. Park Maintenance Manager update: Park Maintenance Manager, Dennis Wiard reported the parks are in excellent shape. Thirty yards of leaves were removed from the parks this fall. The final temporary employee will remain on call for the winter through Elwood Staffing.

b. District Manager update: District Manager, Denise Woodman reported that with the receipt of the Safety and Security grant, the District needs to follow up with Basin Alarm on the camera project. Maintenance Manager, Dennis Wiard reported that the camera project is on the job list with Basin Alarm, but no installation date has been set. District Manager Woodman reminded the Board that fiscal year 2026/27 projects will be discussed at upcoming meetings. Replacing the asphalt courts with concrete courts at the small and repairs to the Splash Pad are currently on the list.

c. Board Member Annual Training – Time was not available to complete the training at this meeting but may be scheduled for the January meeting or set a separate date.

d. District Manager Salary - Director, Soctt Renie added this agenda item and made a motion to increase the District Manager salary by $600 per month retroactive to November 2025. Motion seconded by Director, Carl Kessler. Motion carried.

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, January 14, 2026, at 5:15 pm at the Wiard Park Shop.

Prepared by: Denise Woodman, District Manager

Board Meeting Approval Date: January 14, 2026

Board Chair: Dennis R. Ward