WIARD MEMORIAL PARK DISTRICT

MINUTES REGULAR BOARD MEETING

Wednesday, September 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 Vice-Chair Carl Kessler, on Wednesday, September 10, 2025, at the Wiard Park Shop Office, 2800 Wiard St., Klamath Falls, OR 97603.

2. **ROLL CALL**
   Directors present were Scott Renie, Carl Kessler, and Randy Myrick. Also present were Park Manager Denise Woodman and Park Secretary Ruth Ann Strom. Attorney Nathan Ratliff called in. Directors Dennis Wiard and Dan Wiard were excused.

3. **PRESENTATIONS AND REPORTS**
   None

4. **PUBLIC HEARINGS**
   None

5. **PUBLIC INPUT**
   None

6. **CONSENT AGENDA**
   Director Myrick moved to accept the consent agenda, including regular Board meeting minutes for August 13, 2025, and Accounts Payable for August 2025. The motion was seconded by Director Scott Renie. Consent agenda approved.

7. **OLD BUSINESS**
   a. Bookkeeping services: Ms. Woodman stated that the bookkeeper is still working on financial statements for July and August. There have been some difficulties in the transition between old and new software but it is moving forward. They are still setting up our chart of accounts. We should be ready next month.

Regarding our former bookkeeper, Marie, she has not been cooperative in providing the items that we have requested, specifically the quarterly tax reports through June. She gave us a secure thumb drive with all data in QuickBooks, but she would not provide the hardcopy of the data unless we paid extra fee. Since we do not have QuickBooks we took the thumb drive to our accounting firm, Molatore, Scroggins, & Peterson, to ask them to open and download. We have not made payment to Marie for her final bill but she has asked for payment by September 15, 2025. Mr. Ratliff will review the contract with Marie to see what the terms of agreement specify. Ms. Woodman recalled that the contract was provided by Marie rather than one provided by us. Mr. Ratliff's office can access QuickBooks and assist in producing the data if needed.

b. Washington Federal Bank: Ms. Woodman reported that all signers and authorized users have been in to the branch to update their profiles. There have been some issues with Ms. Strom being able to get assistance from online banking customer service, which is different than business at the local branch, but we are working on getting this resolved.

c. Wiard Park splash pad: Maintenance manager Dennis Wiard is working with Vortex for a quote and specs on a misting park. This item is tabled until Mr. Wiard can be in attendance to give an update.

d. SDAO Best Practices – Board Member Training: Ms. Woodman reviewed the requirements for participation in trainings and conferences. Director Dennis Wiard attended the annual conference which satisfies the requirements. We are still waiting to hear back from Misty Buckley regarding a date for a local training event.

8. NEW BUSINESS

a. Park Maintenance Manager Update: Ms. Woodman spoke on behalf of Maintenance Manager Dennis Wiard regarding a bonus payment for the maintenance crew which is what has been done for the past few years. Director Myrick made a motion for a bonus payment of net $200.00 for each of the four maintenance staff members who are district employees; the motion does not apply to temporary employees. Director Renie seconded the motion; the motion passed unanimously.

Additionally, Director Renie spoke about the good work that Maintenance Manager Dennis Wiard is doing. There has been a lot of work and he often uses his personal vehicle, especially when he goes out on his early morning rounds to check on all of the parks. The board discussed increasing the salary for Mr. Wiard. Director Myrick made a motion to increase salary for Mr. Dennis Wiard by $500.00 per month. Director Renie seconded the motion; the motion passed unanimously.

b. Keller Park Restroom: Ms. Woodman reported that vandals have tried burning down the bathroom on two occasions. Director Myrick reported similar happenings at the City Parks. He said that the city has constructed a wooden structure surrounding the bathroom with locking gate across the front. He will find out the cost and ask them if they will share their building plan.

c. Board member email account option: Ms. Woodman talked to Streamline, our web designer, to get their recommendation for email accounts for our board members. They recommended using google workspace which is $7.00 per month per user for the basic plan with a one-year commitment.

9. OTHER BUSINESS

a. Park Maintenance Manager updates: Ms. Woodman spoke on behalf of Director Wiard. She reported that the "no dogs allowed" signs were stolen from the park. There was not sufficient lighting for the cameras to show the culprits. Mr. Wiard is working with Basin Alarm for camera upgrades.

b. District Manager update: Ms. Woodman asked Mr. Ratliff if he reached Val Hedrick, a local attorney, who requested video footage from the district. He indicated that he would contact Ms. Hedrick to find out if her request is related to a legal case or if it's only for information, and he will find out the timeframe of the video footage that is needed.

Mr. Ratliff also reported that the final PERS agreement was not received this month as expected so he will inquire about it.

10. EXECUTIVE SESSION:

No executive session.

11. ADJOURN

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

Prepared by: *District Secretary, Ruth Ann Strom*

Board Meeting Approval Date: October 15, 2025

Board Chair: _____