

Vineyard Mountain Park and Recreation District
Draft March 23, 2023 Meeting Minutes
Virtual Meeting with Zoom

Participants – Jen Olarra (President), John Snelling (Treasurer), Ray Topping (Secretary), Sterling Graham, Paul Adamus - all Board Members attended

Minutes by Secretary – Ray Topping

Community Member Stephen Brant participated as a guest.

1. **Approval of October 20, 2022 Meeting minutes** – John moved to approve the minutes, second by Paul. Board approved unanimously.
2. **SDAO emergency preparedness activities** - SDAO Best Practices for Insurance Rate Reduction – The SDAO Best Practices for Insurance Rate Reduction this year are Emergency Preparedness Practices with the exception of joining a national association (which is a very high cost for us). John shared that we have participated in getting reductions every year. We have received discounts for several Best Practice actions. This year, SDAO has not yet issued the information for the potential Emergency Preparedness Best Practices. John will communicate with the Board Members when that is issued. Potentially we could gain a 2% reduction for each of the areas we implement. There are 4 items that appear to have potential for the Park District. Our annual insurance premium is approximately \$1,000.
3. **Clarification of Board positions - election vs. appointment both legitimate.**
Vineyard Mountain has three special purpose districts and a swim club all formed under different ORS sections and all have different election processes. For example. the Road District requires County Board approval for their Directors. The Park District positions are filled by the County Election Process - every 2 years, in odd numbered years, with 4 year terms. There is no separate County Board approval. The Park District Board can appoint people to vacancies and does not require County Board approval for appointments either.
The four-year terms for Jen who holds Director, Position 4, and Paul who holds Position 5, expire in May. Both have submitted interest for the positions and are on the May Election ballot. There are no other candidates currently on the ballot.
4. **Kiosk Update** – Ray sent an update to Board Members prior to the meeting. Henderer completed the re-build and relocate. There are a few final items to complete including touch up of painting. No invoice has been received yet. Ray will coordinate with past Board Member Darlene Santich to order a new display case that is a full open case not 3 compartments like the initial one. The Board will reimburse the cost. Final invoice will be provided to the bus company insurance company, Sterling will reach back out to them about next steps. And, Ray will coordinate with Darlene to install the new display case.
Discussion of building a bench. There is interest by Board Members for building a bench. Sterling and John will lead. They will speak with the parents of kids to see interest/desire for a bench for the school kids.
Park map – John printed the park map. Jen laminated the map for mounting on the kiosk. When the kiosk is painted and fully restored it can be posted on the kiosk.
5. **English ivy removal** – additional areas –
There are additional areas of English Ivy to be removed The English Ivy strangles some of the trees. Paul will follow up to complete the removal working with a contract service, unclear where property

lines are so this will need to be determined first, but estimated that remaining work would cost less than half of initial work.

6. Picnic table by pond

Paul asked about follow up to move the picnic table that the Swim Club moved near the pond. It was agreed in the last meeting to contact the Swim Club to have the Swim Club move the picnic table. There is a desire for the area around the pond to remain protected for the wood duck habitat. Paul contacted Lisa with the Swim Club. She informed Paul that she thought Joe McLoughlin had moved the picnic table but she was fine for the table to be moved back. The Board discussed the benefits of providing a view area for the pond wildlife versus protection of the habitat. It was agreed that the picnic table should be moved. Board Members offered to help move the table. Paul will coordinate with Board Members to move the picnic table.

Paul also noted that there is a mowed area open to the pond where the picnic table was placed. Paul would like that area to not be mowed to protect the pond habitat and for safety to keep kids away from the pond. John would like to see that there is an open area for viewing the pond. Paul felt the pond habitat needs increased protection because it is a very small area.

After discussion, the desire is to allow black berries to grow into the space but trim that area so it is a low hedge and the pond can be viewed over the blackberries bushes.

7. Budget: current balance; plan for budget process (2 meetings) - current balance \$6,995. The

District received its annual tax revenue from the County in November.

John prepared a draft budget in pie chart format that Jen displayed and is attached to these minutes. John reviewed the draft budget items with the Board. From the Board discussion of the draft budget, some of the amounts will be adjusted for the budget process in May/June.

Mowing: About half our annual revenue is spent for David Dilworth to mow about 80% of our field area. John is concerned that mowing may not be as helpful as we would like for reducing potential fires. John will review with the Fire District and look at options for reduced mowing if that will provide reasonable safe practice for the field. Mowing only the perimeter may be as helpful.

Trail maintenance: The proposed budget includes additional stones. Funding is also proposed for spray and trimming.

Bird boxes – Paul cleaned out the existing bird boxes. John coordinated to have a bird box built for screech owls. It is placed in the Field 4 area across from the Gardeners.

Field 4 – This is more of a riparian area. John planted alders in this area and some of the planted alders did not survive. It is thought they were not developed enough when planted. John is going to replant with Alders that are at least 2 years old.

8. Memorial benches – Jen talked with the Forestry Club about making benches for the Park District. The Forestry Club does a lot of related work making benches. The Park Board desires to have benches similar to the ones in McDonald Forest. Jen will follow up with the Forestry Club to get a cost range. All the Board Members are welcome to mark 2 or 3 locations along the trails with google locate or rocks where they recommend benches be located and take a picture of the view from those locations. After budget amounts are established for the benches and 2 or 3 locations are agreed by the Board Members, a message will be sent to all residents seeking sponsors for contributions for the benches. A small memorial plaque would be placed on the benches recognizing the contributor.

9. General conservation/restoration work –

Paul does not have anything to add at this time. He is checking with associates to get further input. Looking for sources for accessing milkweed and confirming that we have the right variety of milkweed. Paul checked at the market and did not find any. Board Members will check for potential sources and report back to Paul and the rest of the Board. Still of interest.

10. Digitizing of park documents –

Ray sent an update to Board Members prior to the Board Meeting that he has partially finished organizing the box of documents that John delivered to him. The files are being organized consistent with the Policy on the Park District website, as follows:

Records Retention – in compliance with [OAR 166-150-0005 Administrative Records, Archives Division - Chapter 166](#), Division 150 County and Special District Retention Schedule

The Board also has a written draft policy from May 2021 that follows OAR 166. The Board plans to keep that draft policy with the Records.

John delivered the second box of documents (received from Jeff Powers) to Ray. He will add these to the records.

After the records are organized, Ray will bring them to Jen to be digitized on the Google drive.

11. Hijack of Jen's name on e-mail sent to Snelling – All of the Board members stated that they have also received false emails under Jen's name. Jen recognized this occurs occasionally. They do the best they can to prevent this. The false emails list Jen's name but don't have her full email list. Everyone needs to review emails that they receive with Jen's name to confirm they are valid looking for false addresses as they would for any other emails.

12. Misc. items

Information sheet for Park District – Ray described he will send the Park District info sheet with the Water District info sheet with the next Water District quarterly billing, in April.

Farmhouse Road – John described that Board positions on the Road District have changed. Joe Heaney retired and there is a new President. Deb Mott who lives on Farmhouse Road is now on the Board of the Road District. As a resident on Farmhouse Rd and board member of the Road District, it was felt that Deb is in the best position to carry this Farmhouse Road issue forward with the Road District. Should she choose to do so.

Bus Station Roof Replacement – Sterling reported that the shingles used on the kiosk are no longer being produced. He is looking for shingles with the best match to the kiosk shingles. The posts also need to be replaced. The Board discussed the Bus Station. Not sure if the Bus Station is currently being used. The Board feels that it would be worth keeping and repairing. The Board supports going forward with the repairs. John will assist Sterling with the repairs.

A Related issue – concern that squirrels are being observed that are sick. Contact will be made with Oregon Fish and Wildlife to see if any action is needed.

Next meetings – budget meetings, planned Thursday June 1 and Thursday June 22

John moved that we adjourn at 8:46. Sterling seconded. Approved unanimously.