



## MINUTES

Regular Board Meeting of the  
**Willamalane Park and Recreation District**  
Community Recreation Center  
250 S. 32nd Street, Springfield, Oregon  
September 10, 2008

### CALL TO ORDER

President Ralston called the meeting of the Willamalane Park and Recreation District Board of Directors to Order. Superintendent Keefer called the roll.

**Roll Call:** Board Members Present: President Beyer, Directors Gary Ross, Greg James, Danelle Ralston, and Helen Wagner.

Staff Present: Superintendent Bob Keefer, Pam Caples, Jason Genck, Greg Hyde, Joel Miller, Mike Moskovitz, Rita Grimes.

**Pledge of Allegiance:** President Ralston led the Board and audience in the Pledge of Allegiance.

**Adjustments to the Agenda:** Superintendent Keefer announced there was one additional item to 50.0 Unfinished Business – the Special Committees appointments to the Wildish Community Theater Board.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE/STAFF

None

### PUBLIC HEARING

Administrative Services Director, Pam Caples, reviewed the Board Memo on Resolution 08-09-5, To Establish the Wildish Theater Special Revenue Fund and to Adopt the Supplemental Budget. President Ralston declared the Public Hearing open for audience comment. There being none, President Ralston closed the Public Hearing and invited Board members to discuss the Resolution.

Director Wagner asked for clarification that the District will be taking money and spending that money on behalf of the 501(c) 3 non-profit organization that is to be formed. Director Ross explained that the District would be acting as a fiscal agent, not as a sole proprietor. In addition, Director Wagner asked Superintendent Keefer if he was confident of the figures in the Budget. He indicated that the figures were based on two years of activity and that he was as confident as he could be with them.

President Ralston announced that the Wildish Theater Special Revenue Fund and Supplemental Budget would be adopted by resolution under the Consent Calendar.

[www.willamalane.org](http://www.willamalane.org)

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## **CONSENT CALENDAR**

### Minutes

Regular Board Meeting of June 11, 2008

### Claims

07/07/08 through 08/21/08 Disbursements for Approval  
Checks #73290 through 74012

### Resolutions

Resolution 08-09-5 To Establish Wildish Theater Special Revenue Fund and Adopt the Supplemental Budget

### Other

- a. Personnel Policy Revisions
- b. Reappointment of Charlotte Behm to the East Alton Baker Park Citizens Planning Committee

Director Beyer moved, seconded by Director Ross, to approve the Consent Calendar as presented. The motion passed unanimously 5:0

## **UNFINISHED BUSINESS**

### **FY '08 4<sup>th</sup> Quarter Financial Report**

Administrative Services Director, Pam Caples, reviewed the Fiscal Year 2008 Fourth Quarter Summary as was presented in a Memo to the Board prior to the meeting. She pointed out that both aquatic facilities exceeded their revenue goals and that the Aquatics Department recorded more revenue in FY 08 than in FY 07 by approximately \$23,000.

There was some discussion around why the other Recreation Services Departments revenues and expenses were under budget resulting in an over expenditure of subsidy of \$80,000. Ms. Caples explained that it was due to an enrollment drop in 2007 Early Childhood Summer Camp and revenue not recorded from 2008 Adult Summer Softball due to the timing of the start of the program in which expenses were recorded.

In summary, the pre-audit cash carryover at June 30, 2008, was \$1,264,057, compared to the adopted budget of \$1,269,985 (a negative difference of \$5,928). Superintendent Keefer recognized Ms. Caples and her staff's analytical and trending abilities. He commented that the budget projections were not just a "best guess" but the result of hard work on their part. The Board joined him in congratulating Ms. Caples.

Director James moved, seconded by Director Beyer, to approve the FY 08 Fourth Quarter Financial Report as presented. The motion passed unanimously 5:0

### **Update on Youth Activities Levy**

Superintendent Keefer stated that staff has been sharing information with various groups and that information has been well received and is steadily going out. He then turned the topic over to Deputy Superintendent Jason Genck who thanked Public Affairs Manager Mike Moskovitz for the levy materials kits he put together for those representing the District at school Open Houses. Mr. Genck reviewed the Powerpoint presentation that is given to interested groups.

### **UNFINISHED BUSINESS (continued)**

Director James suggested that the slide “What do parents and teachers say?” borders on advocacy. There was some discussion around how it could be fixed. Adding a source line at the bottom of the slide, indicating that the information came from a recent survey of parents and teachers, was suggested and agreed to by all. Mr. James also announced that the Thurston Elementary PTA wrote the PAC a check at \$1 per student.

Reactions from audiences have been very positive with people amazed that the levy assessment is so small and the results of it so big. The concept of shared responsibility, as discussed with Pyramid Communications, is one the audiences have accepted.

Mr. Moskovitz reported on the latest TEAM Springfield Public Information Officers meeting where it was agreed that information about the levy will be on the front and back of the next newsletter which will be mailed out on October 17, the same day ballots are mailed out.

### **Update on Latino Outreach**

Ms. Caples reviewed the Memo sent to Board prior to the meeting which outlined accomplishments achieved toward serving the growing Latino population in Springfield.

Ms. Wagner asked if the District had received any complaints that it is not doing enough to service the Latino community. Mr. Genck replied that, outside of specific programming, there had been no complaints. In fact, the Latino community is very happy with Willamalane as it has the only facilities around that can accommodate the large celebratory gatherings they have. Rentals of the Adult Activity Center have increased over 50% as staff there has had rental documents translated in to Spanish, hired a bilingual building attendant, and taken extra training in order to better serve the population.

Mr. Beyer commented that it is good to have a sense of how the District is reaching patrons and asked “what’s next?”. Mr. Genck indicated a forum or Town Hall meeting is planned for the Latino community to determine other recreational needs and desires.

Mr. Ross described the internal and external Diversity and Equity Committees set up by Lane ESD this year which engages community leaders in the processes behind the various education programs offered county wide to Native Americans, migrant workers, and the homeless. He believes it is better to be proactive in engaging leaders in the ethnic communities in the process rather than being reactive.

Mr. James asked who translated District documents and stated that, from his experience, it was very important to have more than one person translating and reviewing to make sure it is appropriate before it goes to print. Mr. Genck reported that Dorothy Velasco and an outside person work on the translations and feedback from patrons has been good.

Mr. Keefer commented that Latino outreach is tied to the District’s Goals and Strategies approved by the Board. The investment is not overly big for the return it is bringing to the District.

Mr. Ross will send information to Mr. Genck about Spanish classes offered by the County for employees and other public agencies.

## **UNFINISHED BUSINESS (continued)**

### **Liability Insurance**

Ms. Caples explained that Special Districts Association of Oregon has, once again, offered the District a significant contribution credit and rate lock guaranty as part of its Longevity Credit Program in the amount of \$20,535. Eligible participants in the program must have been continuous participants in the liability and property self-insurance program since January 1, 2004 and maintained a loss ratio at or below 65% from January 2004 to December 31, 2008. In return for the Longevity Credit and rate lock guarantee, the District must sign an agreement to continue its participation in the SDIS Self-Insured Liability and Property Program through December 31, 2011. Ms. Caples indicated that no other insurance program could give the District the reasonable cost and good service that SDAO does.

Director Beyer moved, seconded by Director Wagner, to approve signing the 3-year SDAO Longevity Credit and Rate Lock Agreement for liability and property insurance. The motion passed unanimously 5:0.

### **Springfield High School 21<sup>st</sup> Century Learning Center Grant**

Mr. Genck announced that Springfield High School had received a 21<sup>st</sup> Century Learning Grant and has asked the District to take the lead in implementing after school programs including sports, urban art, and music recording as well as assist with childcare support for their GED program and assist with the overall coordination of the program. He noted that it is very exciting to have Willamalane participating at the high school level for the first time.

Director Beyer asked what it meant to the District to be involved. Mr. Genck replied that it meant that a portion of Tabetha Proctor's and Jen O'Brien's time will be spent preparing and implementing the program. Instructors will be contractual employees who have the expertise in the areas offered by the programming. Mr. Genck reported that he and Ms. Caples had worked together to make sure that costs were covered in the budget.

Director Wagner moved, seconded by Director Beyer, to approve the budget for the Springfield High School 21<sup>st</sup> Century Learning Center Grant. The motion passed unanimously 5:0

## **BUSINESS FROM LEGAL COUNSEL**

None

## **STANDING AND SPECIAL COMMITTEE REPORTS**

Director James reported that LCOG's September 25 meeting will be held at the Willamalane Adult Activity Center with the focus being Senior and Disabled Services. Legislators will be there, pre-session, to talk about issues that are important to LCOG member agencies.

Director Beyer reported that the levy PAC had been very active. Nancy Bigley has been coordinating with Mr. Genck to make sure someone from the PAC goes out with him to make informational presentations to the community. She is also working on the phone bank. Laurie Adams is raising money. Greg James has taken on the printing and mailing of the mail pieces. The next meeting will be September 11 at 6:00 p.m. at Roaring Rapids.

Superintendent Keefer announced that the \$600,000 loan to SRDC for the Theater will be paid off this week and it is time to form the new organization. The new organization will be made up of nine directors, two from each of the agencies involved and three directors at-large. The at-large directors will be appointed by the six agency directors. Each agency's Chief Administrative Officer will be a director and will appoint another director from their respective agency. Nancy Golden and Jonathan Light will represent the School District; Tom Draggoo and Billie Moser will represent SRDC; and it is up to the Willamalane Board to appoint someone to represent the District in addition to Mr. Moskovitz whom Mr. Keefer has appointed to serve in his stead. Director Beyer expressed a desire to hold the position which was readily agreed to by the rest of the Board. Mr. Beyer also announced that forgiveness of the State loan to SRDC for the Theater has been tentatively approved pending further review by the Director of Housing's staff.

### **SUPERINTENDENT'S REPORT**

Director Ralston expressed her appreciation for the new Board books and to Mr. Moskovitz for the news updates he sends out.

Director Ross proclaimed the new MountainGate Trail a nice little trail. He questioned how and when ownership will be transferred to the District as he had some concerns about its construction. He felt it was significantly dangerous. Mr. Keefer indicated that a crew from Northwest Youth Corp will be out to work on the trail in the near future. Mr. Ross was also concerned about the steep bank cuts which could see erosion in addition to the trail turning to mud when the rains come. Mr. Keefer stated that he had agreed with Mr. Vukanovich to let it sit for one season to see how it fared but that it may be necessary for Mr. Vukanovich to come back and do more work and lay gravel.

Director Wagner asked Mr. Genck how the Willamalane Games had fared and whether it had been successful. Mr. Genck stated that it was deemed a success by staff and that they had many more participants than expected.

Director Beyer asked Park Services Director, Joel Miller, how the soccer fields were holding up and if the wear on them was considered normal. Mr. Miller replied that the first field is wearing more than he'd like but that they were trying to take good care of both by cleaning and fluffing them after each use. Mr. Beyer congratulated Park Services for receiving an REI grant for trail development at Island Park. In response to Mr. Beyer's question about when construction would commence at Lively Park, Planning and Development Manager Greg Hyde replied that permit applications were being put together now so it would be the next construction season.

Director James was pleased to see how much the Community Recreation Center was being used as it was a tremendous asset to the community.

### **STAFF UPDATES**

Superintendent Keefer distributed an updated schedule of Board meetings. In response to Director Ralston's question about the October 22 work session, Mr. Keefer stated that, at this time, there did not appear to be any business for that meeting and it probably would not happen.

### **WRITTEN COMMUNICATIONS**

None

**REMARKS FROM THE DIRECTORS**

Ms. Wagner asked when a District Park Tour would be scheduled. Mr. Keefer asked that it be deferred until spring when the parks, Ruff Park in particular, are in bloom and the weather is good.

**ADJOURNMENT**

The meeting was adjourned at 7:55 p.m.

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Robert W. Keefer, Superintendent

Rita F. Grimes  
Recording Secretary