



MINUTES

Regular Board Meeting of the
Willamalane Park and Recreation District
Community Recreation Center
250 S. 32nd Street, Springfield, Oregon
January 14, 2009

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.

Board Members Present: President Danelle Ralston, Directors Lee Beyer, Greg James, and Helen Wagner. Director Gary Ross was absent.

Staff Present: Superintendent Bob Keefer, Pam Caples, Greg Hyde, Joel Miller, Rita Grimes, Beth Levine, Todd Wheeler, and Nicole Dalke.

Others Present: Legal Counsel Dwight Purdy, Dan Caplis, Jones & Roth CPA.

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

Superintendent Keefer noted that Ms. Caples wished to update the Board on the District's health insurance renewal under Staff Updates and that Deputy Superintendent Jason Genck was out ill.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE/STAFF

None

CONSENT CALENDAR

Minutes

Regular Board Meeting of November 12, 2008

Claims

11/06/08 through 12/04/08 Disbursements for Approval
Checks #74913 through 75327

Other

Property and Liability Insurance Renewal

Director Beyer moved, seconded by Director James to approve the Consent Calendar as presented.
The motion passed unanimously 4:0.

www.willamalane.org

Community Recreation Center • 250 South 32nd Street • Springfield, OR 97478-6302
(541) 736-4544 • FAX (541) 736-4025

UNFINISHED BUSINESS

FY '08 Audit Review

Administrative Services Director, Pam Caples, introduced Dan Caplis, Jones & Roth CPA, who conducted the District's Annual Audit. Mr. Caplis thanked Ms. Caples and her staff for their assistance during the audit. He then reviewed the FY'08 Audit Report noting that, once again, the District had received an Unqualified Opinion, which is the highest rating an audit can receive. He also noted that the District had paid down a lot of debt in the past year and that pool bonds will be paid off in February 2009.

Director James mentioned that he appreciated the pre-Board meeting Audit Review with Ms. Caples, Mr. Keefer, Ms. Ralston and Mr. Caplis. He thought Mr. Caplis had done a very good job of talking them through the Report and thanked him for representing the District so well. Mr. James also thanked Ms. Caples and staff for doing a good job.

Director James moved, seconded by Director Wagner, to approve the FY08 Annual Financial Report as presented. The motion passed unanimously 4:0.

New Staff Introductions

Ms. Caples introduced Nicole Dalke, new Human Resources/Risk Program Manager. Ms. Dalke came to the District from the City of Springfield in late November. Ms. Caples indicated that Ms. Dalke has done a great job learning her position and survived an OSHA Audit in her first week. Ms. Dalke indicated that she had made her decision to join the District after her first interview when she realized that the District's Mission, Vision and Values aligned with hers. Nicole's past work experience included five years with the City of Springfield and also the Lane County District Attorney's office. She received her degree in Business Management from Northwest Christian University.

Beth Levine, representing Jason Genck, introduced Todd Wheeler, new Aquatics Supervisor. Mr. Wheeler has 18 years of aquatics recreation experience, most recently with the City of Eugene and the River Road Park and Recreation District. Mr. Wheeler received his degree in English from the University of Oregon. Ms. Levine indicated that part of Mr. Wheeler's interview process included his participation in training with District lifeguards, which gave them a good perspective on his job skills. Mr. Wheeler stated that he "was absolutely thrilled to be a part of the area's best pools."

The Board welcomed both employees to the District.

Changes to Administrative Policies

Administrative Services Director, Pam Caples, reviewed the Memo sent to the Board prior to the meeting that summarized changes, and reasons for those changes, to various Administrative Policies including:

- **Updates of Administrative and Personnel Policies/Procedures** – Changes the time frame when the policies will be reviewed from annually to as needed.
- **Equipment Use Policy** – Changes clean up details about rentable equipment and to be consistent with the Fees and Charges Policy.
- **Vehicle Use Policy** – Changes clean up language and add references to the Driver's Guide and the Fees and Charges Policy.

- **Refund Policy** – Changes allow credits to be held on patron accounts for up to one year. A \$5.00 charge will be deducted from the refund if a patron requests a refund check. Changes to the facility rental refund create a time frame for partial or full refund of deposit amounts.

Mr. James asked if ORPA or any other organization contracted out to help districts keep up to date with state rules and regulations. Mr. Keefer indicated that SDAO sends updates as things come through the State but didn't think there was any particular organization that contracted out that service.

Mr. James suggested removing the dollar amount of refund/processing fees so they can be changed by staff without Board approval.

Director Beyer moved, seconded by Director James, to approve the changes to the Administrative Policies as presented, with the exception of eliminating the specific dollar amount in the Refund Policy and replace it with language indicating that administrative costs be recovered. The motion passed unanimously 4:0.

Dorris Ranch Master Plan Update

Mr. Hyde announced that he was pleased to bring the Master Plan Update to the Board for adoption with some minor changes, edits, and costs included. Staff is very excited about the project, as it is a very significant milestone in planning. The master plan process took over a year to complete due to the challenges the site presented the planners and staff. The final product is something to be proud of.

Mr. Beyer pronounced it a wonderful document and questioned whether there was a timeline or priority list for implementation. He also wondered if it was possible to "chunk out" low hanging fruit such as paths, better signage, and rehab some of the buildings. Mr. Hyde indicated that implementation would be addressed through the 20-year Capital Improvement Plan (CIP).

In answer to Ms. Wagner's question about signage at the Ranch, Mr. Moskowitz said that Public Affairs is working on redoing the Dorris Ranch kiosk with a new map and new graphics as well as new walking brochures and web site.

Director Beyer moved, seconded by Director Wagner, to approve the Dorris Ranch Master Plan Update as presented. The motion passed unanimously 4:0.

BUSINESS FROM LEGAL COUNSEL

None

STANDING AND SPECIAL COMMITTEE REPORTS

Mr. James reported that he volunteered the Community Recreation Center for the February LCOG meeting but no rooms were available! He also hoped that some of the Board would be attending the LCOG Recognition Dinner on February 22.

SUPERINTENDENT'S REPORT

Ms. Ralston commented on how often Willamalane is in the news and that it is always positive.

Ms. Wagner asked Mr. Miller if he had noticed a lot of birders in the parks since the brochures went out. Mr. Miller will work with Mr. Moskowitz to set up a "birders" blog.

Mr. James asked how on-line registration was going. Mr. Keefer reminded the Board that on-line registration had its “soft start” in the fall and the “hard start” kicked off winter term. Ms. Caples indicated that several thousand dollars had gone through the on-line system since January 1.

Ms. Wagner recognized Rand Gerlach for participating on the FIMBA/Pan-Am Games Committee, which is bringing the games to the area in mid-2010.

Staff Updates

Ms. Caples announced that Jay Penning has submitted an application for a second term on the Budget Committee. The deadline for applications is January 30th and the Board and Budget Committee will make their selection at the February 11, 2009 Board Meeting. Mr. James indicated that Jay Carter might apply but that he had lots of projects going on centered around moving to the new school building.

Mr. Keefer reminded the Board that the SDAO Conference is coming up on February 6-8 in Portland. The District will be receiving a distinguished award for the way the CRC was constructed. Ms. Ralston will be attending the banquet to accept the award on behalf of the Board. No other Board members were available to attend.

Ms. Caples stated that it was time to renew the health insurance contract and that the current plan’s renewal rate is 14%. The Health Insurance Committee has met and agreed that they prefer to keep Pacific Source as our insurance carrier. The Committee is evaluating plans with a \$150 or \$250 deductibles. If the District were to fund the deductible for employee, the renewal rate will still be under 10%. The cash savings, including funding a \$250 deductible for the employee, is \$130,000. The union is scheduled to vote on their preferred plan on January 20. Ms. Caples will keep the Board informed of the results.

Mr. Keefer distributed May election information to the Board. Ms. Ralston, Ms. Wagner and Mr. Beyer terms expire on June 30, 2009.

Upcoming Meetings/Work Sessions/Events

- January 16 Springfield Chamber Dinner, 7:00 pm, Holiday Inn
- January 22 LCOG Dinner, 7:00 pm, LCC
- January 24 TEAM Springfield Annual Update Meeting of All Elected Officials, Springfield Armory Building, 8:30-11:30 a.m.
- January 28 Special Joint Board Meeting with Springfield Public Schools Board of Education, 6:30 p.m., CRC Heron Room
- January 31 Board Retreat, CRC Heron Room, 8:30 a.m. -2 p.m.
- February 6-8 Special Districts Association of Oregon Annual Conference, Portland, Oregon
- February 11 Regular Board Meeting, 6:30 p.m., CRC Heron Room
- February 25 Board Work Session w/Budget Committee, 6:30 p.m., CRC Heron Room
- March 11 Regular Board Meeting, 6:30 p.m., CRC Heron Room

WRITTEN COMMUNICATIONS

None

REMARKS FROM THE DIRECTORS

Mr. James mentioned article in the paper about shovel ready projects in the County and that Willamalane was the only Park and Recreation District to have any projects ready.

ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

Robert W. Keefer, Superintendent

Rita F. Grimes
Recording Secretary