

Subject: Regular Board Meeting of the Willamalane Park and Recreation District
Board of Directors

Date: **Wednesday, May 13, 2009 at 6:30 p.m.**

Location: Willamalane Community Recreation Center
250 South 32nd Street, Springfield, Oregon

CALL TO ORDER

President Danelle Ralston called the Regular Meeting of the Willamalane Park and Recreation District Board of Directors to order. Superintendent Keefer called the roll.

Board Members Present: President Ralston, Directors Greg James, Lee Beyer (late), and Gary Ross

Staff Present: Superintendent Bob Keefer, Jason Genck (late), Pam Caples, Greg Hyde, Joel Miller, Mike Moskovitz, and Rita Grimes

Others Present: Brian Millington as Legal Counsel in lieu of Dwight Purdy

ADJUSTMENTS TO THE AGENDA

None

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE/STAFF

Superintendent Keefer introduced Brian Millington, Thorp Purdy Jewett et al, attending for Legal Counsel Dwight Purdy who was out of town.

PUBLIC HEARING

Resolution #08-09-17 – To Adopt the Supplemental Budget

Administrative Services Director Pam Caples gave the staff report on this topic explaining that all funds in the Technical Equipment Reserve Fund were not spent last year. The District would like to spend those funds this year for the CLASS computer software upgrade so, in order to be in compliance with Budget Law, the funds need to be recognized.

President Ralston opened the public hearing requesting audience comments on the supplemental budget. Since there was no comment, President Ralston closed the public hearing.

Director James stated that he wholly supports the expenditure of funds as the District implements on-line registration. Director Ross echoed Mr. James' comments.

President Ralston announced that the Supplemental Budget would be adopted by resolution under Consent Calendar.

CONSENT CALENDAR

Minutes

Regular Board Meeting of April 8, 2009

Claims

04/02/09 through 05/07/09 Disbursements for Approval
Checks #76782 through 77276

Resolutions

Resolution 08-09-17 To Adopt the Supplemental Budget

Other

Approve Updated Five-Year Capital Improvements Program

Director James moved, seconded by Ross, to approve the Consent Calendar. The vote was unanimous, 3:0.

UNFINISHED BUSINESS

Middle Fork Path Resolution 08-09-18 Authorizing Acquisition and Condemnation of Property

Planner Rebecca Gershow introduced this topic. She reminded the Board that, when they adopted the Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) on June 7, 2006, a key component of the IGA was that ODOT requires local agencies accepting federal funds to agree to use condemnation as a last resort, as part of the right-of-way acquisition process, or risk the forfeiture of the federal funds. Staff is now ready to proceed with preliminary acquisition work.

In order to have right of way funds released for acquisition, the Board must approve Resolution 08-09-18.

Director Ross moved, seconded by Director James, to approve Resolution 08-09-18 Authorizing Acquisition of Real Property for Development of the Middle Fork Willamette River Path, Including Authority to Commence and Prosecute any Necessary Proceedings for the Condemnation of Said Real Property if a Settlement cannot be Reached by Negotiation. The vote was unanimous, 3:0.

Mr. James remarked, for the record, that the District intends to negotiate fully with the property owners and that this Resolution is a tool for the toolkit required by the funders. Mr. Ross concurred.

Mr. Keefer noted that the District has been working with Lane County in reviewing property lines and path location and that the number of private owners who will be impacted appears to be small. In addition, the City of Springfield is in the process of acquiring property for the Mill Race Project which may assist in the path endeavors.

I-5 Willamette Bridge Replacement Project IGA

Planning and Development Manager Greg Hyde introduced this topic. The proposed IGA formalizes the decisions made regarding the improvements and modifications to Eastgate Woodlands by ODOT once the temporary I-5 Bridge has been removed from that property.

In summary, those improvements include:

- placement of additional Talking Stones;
- improvements at the underpasses where the Canoe Canal Trail goes under I-5, and where it goes under the North Walnut Road Bridge;
- modifications and improvements to path signage;
- restoration work at all disturbed areas as well as at some additional areas;
- repaving of a formerly abandoned path;
- conversion of a portion of the Canoe Canal Trail from hard surface to soft surface; and
- improvements to deter unwanted bicycle traffic on the Riverside Trail.

Mr. Keefer complimented staff for the great job they have done in negotiating the Eastgate Woodlands improvements with ODOT, the Citizen Planning Committee and other interested parties.

Director James moved, seconded by Director Ross, to approve the I-5 Willamette River Bridge Replacement Project IGA as presented. The vote was unanimous, 3:0.

3rd Quarter Financial Report

Ms. Caples reviewed the FY 09 Second Quarter Financial Report. She noted that taxes are down, as expected, based on the reevaluation of several large properties in Springfield. She expects total tax collections to be approximately \$100,000 under budgeted amounts.

Expenses for *RSD-All Other Recreation Departments* have increased by approximately \$580,000 with revenues increasing by approximately \$165,000, using 83% of the budgeted subsidy versus 74% at the same time last fiscal year. Ms. Caples explained that the revenue decrease has developed since December when statistics showed this section of the division to be in balance. She indicated that Mr. Genck would offer more detail when she finished her report.

Fee revenue for *RSD-Aquatics* activity is up approximately \$24,000 over the same time period last fiscal year. Expenses are up by approximately \$8,000 over last year. Total subsidy used this fiscal year is 71% vs. 72% last fiscal year during the same time period.

Staff has taken measures to reduce spending through the end of the fiscal year. With reductions in other divisions and departments within the District, the overall budget will remain in balance with an anticipated ending fund balance of approximately \$940,000 or 13% of tax revenues.

Relative to the revenue decrease in *RSD-All Other Recreation Departments*, Mr. Genck reported that a decline in attendance at Kids Club began in January 2009, and that program adjustments were not made soon enough. As a result, each of the 12 school sites is being evaluated separately for next year's program versus considering Kids Club as all one program. Staff is proposing to reduce the number of sites by two in the fall unless the economy or need changes between now and then. After-school care will still be available to those who want it but participants will be bussed to the nearest elementary school with a Kids Club site.

During the discussion that followed, Mr. Ross requested a clearer accounting to explain the cause of the \$580,000 expense differential from the previous year. Mr. Genck agreed to provide that to the Board.

Director Beyer moved, seconded by Director Ross, to approve the Third Quarter Financial Report. The motion passed unanimously, 4:0.

Mr. Keefer stated that staff will get answers to the Board's questions. He noted that staff is trying to do its very best in serving the community and that no one saw the problems developing in December. Asked to be innovative, staff took on the risk of adding Pre-school Plus at Northwood Christian Church, which was expensive to set up those first six months, but whose revenue is improving. He pledged that staff will continue to work at doing better.

Review Facilities Marketing Plan

Public Affairs Manager Mike Moskovitz gave a brief overview of his philosophy regarding marketing plans and reviewed the Agenda Memo provided to the Board prior to the meeting. He noted that the District has top-notch and unique facilities and equipment which have not been well marketed. Currently, those facilities and equipment are marketed in the quarterly program guides only.

In an effort to change that, staff is preparing a new brochure that will be targeted to potential users including businesses, non-profits, Travel Lane County, chambers of commerce, churches, wedding and meeting planners, and family and class reunion organizers. The brochures will have an insert with current rental prices, allowing the pricing to change without having to redo the brochure. In addition, the District will be buying ads in the Eugene Chamber magazine, *Register-Guard*, *Springfield Times* and Blue Chip (a monthly business magazine), and listing our rental information number in the DEX Yellow Pages. Free marketing will include news releases, posting information in the Springfield Chamber online newsletter, e-mail notifications, information on willamalane.org and posting facility rentals on Travel Lane County's new Web site. A selling opportunity to explore is the concept of Willamalane offering a "one-stop shop," where the District can provide fee-based party planner/facilitator services.

Marketing suggestions from Board members included adding the child care component and sending letters to administrative staff at smaller school districts as well as collecting information about where clients hear about space.

In answer to Mr. James' question about benchmarking rental costs, Mr. Moskovitz indicated that District rental rates are competitive with or below other facilities in the area.

BUSINESS FROM LEGAL COUNSEL

None

STANDING AND SPECIAL COMMITTEE REPORTS

None

SUPERINTENDENT'S REPORT

Superintendent's Report #101 dated April 30, 2009

In response to Mr. Ross' question about the Briggs House and whether it would be rented again before demolition, Mr. Miller indicated that the house is not in condition to rent.

Mr. Beyer asked Mr. Miller if the land at the Lively Dog Park will be leveled. Mr. Miller said that the contours will be left in but that the land will be worked over. Mr. Genck announced that Springfield Rotary will take on the Dog Park as its signature project and will provide \$15,000 toward park development.

Mr. Ross wondered if figures were in from the Vineyards and Violins auction. Mr. Genck reported that final figures were not yet available but he did know that they were about \$3000 over projections.

Ms. Ralston asked, with school district cuts, if Dorris Ranch will continue to have Living History programming. Mr. Genck indicated that programming will depend on school district scheduling. Ms. Ralston also commended the teens who prepared the pancake breakfast at the MEGGA Hunt.

Mr. James asked for clarification of the amenities at the Lively Dog Park. Mr. Miller informed him that there will be a covered rest area, an area for small dogs, an area for bigger dogs, an area at rest (recovering from usage), running water, and a double gate area where leashes can be removed before dogs enter the dog park.

Staff Updates

Mr. Genck reported on his collaboration efforts with School District staff to run its middle-school sports programs as registered, fee-based programs. Under the current proposal, the School District will continue to provide Athletic Directors at the middle-schools in addition to a large pool of scholarships. Taking on this program means we can provide a service to the community as well as interact with families who may not have any other connection with Willamalane. Cost recovery will be at 100% and the School District has pledged full access to its facilities, equipment, uniforms, and transportation. Staff is also looking at ways to be involved in high school sub-varsity programs.

Upcoming Meetings/Work Sessions/Events

- May 20 Budget Committee Meeting, 6:00 p.m., CRC Heron Room
- May 27 Budget Committee Meeting, 6:00 p.m., CRC Heron Room (if needed)
- June 10 Regular Board Meeting, 6:30 p.m., CRC Heron Room
- June 16 New Employee Orientation, 3 p.m. and 6:30 p.m., CRC Heron Room
- June 24 Special Board Meeting, 6:30 p.m., CRC Heron Room

WRITTEN COMMUNICATIONS

None

REMARKS FROM THE DIRECTORS

Ms. Ralston announced she will not be able to attend the June 24 Special Meeting. She also mentioned that the memorial for late City Councilor John Woodrow was very nice.

Mr. James announced he will not be able to attend the May 27 Budget Committee Meeting (if held).

Mr. Ross expressed his pleasure at seeing an article in the Register Guard about tiered fees for Summer Camps, which appeared to be the result of Public Affairs' Media Tip Sheet

MESSAGES AND PAPERS FROM THE PRESIDENT

None

EXECUTIVE SESSION

ORS 192.660: SECTION (2), SUBSECTION (d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations; and ORS 192.660: SECTION (2), SUBSECTION (e): To conduct deliberations with persons authorized by the governing body to negotiate real property transactions.

Director Beyer moved, seconded by Director Ross, to move into Executive Session. The motion was approved unanimously, 4:0.

President Ralston ended the Executive Session and reconvened the Regular Session.

ADJOURNMENT

President Ralston adjourned the meeting at 8:02 p.m.

Robert W. Keefer, Superintendent

Rita F. Grimes
Recording Secretary