

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

**Date:** Wednesday, June 10, 2009 at 6:30 p.m.

**Location:** Willamalane Community Recreation Center  
250 South 32<sup>nd</sup> Street, Springfield, Oregon

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## **CALL TO ORDER**

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

## **Roll Call**

Superintendent Keefer called the roll. Present were President Ralston and Directors Greg James, Gary Ross, and Helen Wagner. Director Lee Beyer was excused.

Staff present were Superintendent Bob Keefer, Jason Genck, Pam Caples, Greg Hyde, Joel Miller, and Rita Grimes.

Others Present were Legal Counsel Dwight Purdy; Len Goodwin, Assistant Public Works Director, City of Springfield.

## **Pledge of Allegiance**

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

## **Adjustments to the Agenda**

Mr. Keefer added Item 40.5 to Unfinished Business – Certification of the May Election Results.

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

None.

## **CONSENT CALENDAR**

### **Minutes**

Regular Board Meeting of May 13, 2009

### **Claims**

05/07/09 through 06/04/09 Disbursements for Approval: Checks #77277 through 77565

### **Other**

Award Workers Compensation Insurance Coverage to Special District Insurance Services in the amount of \$82,016.

Resolution #08-09-21 Extending Workers Compensation Insurance to Willamalane Park and Recreation District Board of Directors

Resolution #08-09-20 Authorizing the Issuance of Tax and Revenue Anticipation Notes, Series 2009A.

Mr. Ross moved, seconded by Mr. James to approve the Consent Calendar. The motion passed unanimously 4:0.

## **UNFINISHED BUSINESS**

### **Mill Race Project Easements**

Len Goodwin, Assistant Director of Public Works for the City of Springfield, introduced this topic by saying that he had been working on the Mill Race Project 14.5 years of the 22 years it's been in process. He was happy to report that construction will begin in two weeks and he offered thanks to the Board, Superintendent Keefer, Assistant Superintendent Genck, Greg Hyde and Joel Miller for stepping up to make Clearwater Park available to get the work done. Mr. Goodwin distributed copies of the engineering drawing and indicated that the City had purchased the Vinyard and Ramsey properties. He reviewed the project plans, noting that the Mill Race inlet will be moved 1800 ft north of its current location. The construction road bed will be the base of the Middle Fork Trail. Construction will have a short term impact on Clearwater Park involving some access restrictions but they hope to keep those restrictions to a minimum. Next spring, most of the water will be diverted from the Mill Race into Gory Creek and the mill pond dam will be removed. The pond will be re-graded and board walks, interpretive signs, etc., will be installed. Mr. Goodwin came before the Board because the City must secure an easement for storm drainage and an easement for the Mill Race within Clearwater Park from Willamalane. In addition, a temporary easement over the park facility is necessary to allow the construction work to go on, as well as a permanent easement over the existing road into Clearwater Park for the purpose of accessing and maintaining the Mill Race by the City.

Mr. Ross moved, seconded by Mr. James, to delegate authority to the Board President and Superintendent to execute the necessary legal documents to grant the Storm Drain and Mill Race construction, access, and operational easements within Clearwater Park upon review and recommendation of District's Legal Counsel. The motion passed unanimously, 4:0.

### **Personnel Policy Changes**

Ms. Caples reviewed the memo provided to the Board prior to the meeting recommending that the Board add one floating holiday for all benefited non-bargaining unit employees during FY 10, and to correct the language for the use of pools by employees.

Mr. James moved, seconded by Ms. Wagner, to approve the Personnel Policy Changes as presented. The motion passed unanimously, 4:0.

### **Lively Park Construction Phase 1 Bids**

Parks Planner Jake Risley presented this topic by announcing that Phase 1 of the Lively Park Improvements would begin soon. He indicated that the District had received seven bids at the public bid opening on May 27, 2009. The lowest bid, by Migson Contracting, LLC, was deemed non-responsive due to the failure to submit the required first-tier subcontractor disclosure form. The next lowest bidder was Egge Sand & Gravel with a bid of \$418,774. Mr. Risley asked the Board to consider awarding the bid to Egge Sand & Gravel as it was a good bid from a good company. He indicated that a pre-construction meeting was set for Friday, June 12, and Egge Sand & Gravel was ready to go to work on Monday, June 15.

Mr. James moved, seconded by Mr. Ross, to approve awarding the Lively Park Construction Phase 1 Bid to Egge Sand and Gravel. The motion passed unanimously 4:0.

### **Superintendent Evaluation Process**

Mr. James announced that this year's evaluation process will be the same as used in the past. He asked Ms. Caples to forward the evaluation form to all Board members once it is electronically set up. Board members are to forward their completed evaluations to Mr. James. The Board will review the information at the July 8, 2009 Board meeting.

Mr. Keefer offered to do a self-evaluation and e-mail it to Board members before the July 4 holiday.

### **Certify Special Elections**

Mr. James moved, second by Mr. Ross, to approve Resolution #06-07-15, TO DETERMINE BOARD MEMBER ELECTION RESULTS, certifying the results of the May 12, 2009 Special Election which resulted in the re-election of Board members Lee Beyer, Danelle Ralston, and Helen Wagner. The motion passed unanimously, 4:0.

### **BUSINESS FROM LEGAL COUNSEL**

None

### **STANDING AND SPECIAL COMMITTEE REPORTS**

Mr. Ross reported that the Wildish Theater Board met recently and, after making some updates to it, the group accepted the new logo.

Mr. James reported that he had scheduled the Ken Long Room at the CRC for LCOG's September planning session.

### **SUPERINTENDENT'S REPORT**

#### **Superintendent's Report #102 dated May 31, 2009**

Ms. Ralston expressed her excitement about the SummerFest scheduled for July 17-19.

Mr. James was impressed that the Springfield Rotary has stepped up to make the Lively Dog Park its signature project. He thanked Mr. Genck for his part in helping to make that happen. Mr. Genck indicated it was the fourth time that Rotary had chosen a Willamalane project as their signature project and he pointed out that it was the Planning and Development Department and presenter, Rebecca Gershow, who were more responsible for making it happen.

Ms. Wagner inquired about the Park Services intern who is developing the volunteer database. She hoped that the District could make better use of volunteers. In response to her question about where the recently demolished West D shed was, Mr. Miller stated that it had been under the blackberries adjacent to the West D residence. The new shed, currently under construction, will house an electric cart for staff use. Ms. Wagner also mentioned that the LDS Church did a great job with their work party at Lively Park.

Ms. Wagner also inquired about where the superintendent's report was in the Superintendent's Report. Mr. Keefer reminded her that the Board had asked him not to do it anymore.

### **Staff Updates**

Mr. Genck reported that Public Affairs Manager Mike Moskovitz had a set back and was re-hospitalized on Sunday. His condition is improving and he would likely be out of hospital tonight. Mr. Genck did not know when Mr. Moskovitz might be able to return to work but that he had requested the ability to telecommute. Mr. Genck invited the Board to sign a card in the staff room before they left the meeting tonight.

In response to Ms. Wagner's question about the District having any liability if one dog attacks another at the Lively Dog Park, Mr. Purdy answered no.

### **Upcoming Meetings/Work Sessions/Events**

- June 16 New Employee Orientation, 3-5 p.m. and 6:30-8:30 p.m., CRC
- June 20 Teen Battle of the Bands, Wildish Community Theater
- June 30 Just for Kids Talent Show, Wildish Community Theater
- June 24 Special Board Meeting, 6:30 p.m., CRC Heron Room
- July 4 Lights of Liberty Celebration, Island Park
- July 8 Regular Board Meeting, 6:30 p.m., CRC Heron Room
- July 10 Valley Boys Concert, Island Park
- July 17 Satin Love Concert, Downtown
- July 18 Children's Celebration, Island Park
- July 18 Riffle Concert/BBQ, Island Park
- July 18 Softball Tournament, Bob Artz
- July 19 Pets on Parade, Island Park to Downtown
- July 25 Great Outdoor Art Event, Island Park
- July 28 Escape to Madagascar 2 (outdoor movie), CRC
- July 31 Swing Shift Concert, Island Park

Ms. Ralston and Mr. James both indicated that they will not be at June 24 meeting. Either can be available for telecommuting if a quorum is needed.

Mr. Ross moved, seconded by Ms. Wagner, to appoint Lee Beyer as President Pro-Tem to act on the behalf of the Board of Directors in the absence of both the President and Vice President prior to the election of permanent officers in July. The motion passed unanimously, 4:0.

### **WRITTEN COMMUNICATIONS**

None

### **REMARKS FROM THE DIRECTORS**

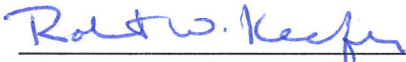
Mr. James mentioned the many events happening in the District during June and July and that it looked to be a busy summer.

### **MESSAGES AND PAPERS FROM THE PRESIDENT**

None

### **ADJOURNMENT**

President Ralston adjourned the meeting at 7:36 p.m.

  
Robert W. Keefer, Superintendent

Rita F. Grimes  
Recording Secretary

