

**Board of Directors  
Regular Meeting  
Wednesday, April 14, 2010, 6:30 p.m.  
Willamalane Community Recreation Center  
250 S. 32<sup>nd</sup> Street, Springfield, Oregon**

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## **Call to Order**

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

Staff members present were Superintendent Bob Keefer, Jason Genck, Pam Caples, Joel Miller, Mike Moskovitz, and Rita Grimes

Others present were: Legal Counsel Dwight Purdy, David Sonnichsen, Charlene Larisen, Jim Mayo, and Mallory Richards

## **Flag Salute**

President James led the Board and audience in the flag salute.

## **Adjustments to the Agenda**

Park Services Director Joel Miller will give a report under Staff Updates

## **Oral Requests and Communications from the Audience/Staff**

None

## **Consent Calendar**

### **Minutes**

Regular Board Meeting of February 10, 2010

### **Claims**

01/29/10 through 03/04/10 Disbursements for Approval  
Checks #80667 through 881093

### **Other**

None

Director Ross moved, second by Director Beyer, to approve the Consent Calendar. The motion passed unanimously 4:0

## **Unfinished Business**

### **1. Naming of the Willamette River Bridge**

In lieu of Planning and Development Manager Greg Hyde, Superintendent Bob Keefer introduced David Sonnichsen and Charlene Larisen of the Willamette River Citizen Planning Committee who are recommending the new bridge over the Willamette River be named “Whilamut Passage.” Mr. Keefer stated that staff had reviewed the memo and recommended supporting the name for the bridge. Mr. Sonnichsen introduced himself and explained that, in the Kalapuya language, Whilamut means “where the river ripples and runs through” and Passage connotes moving through. Ms. Larisen introduced herself as a District resident and encouraged the District to support naming the bridge “Whilamut Passage” as it is historic, meaningful, and significant to our local area. She thought it would have some relevance for people passing over bridge and will cause them to think about the connection.

Director Beyer moved, seconded by Director Wagner, to endorse “Whilamut Passage” as the name for the I-5 Willamette River Bridge and authorized the Board President to sign the letter of support. The motion passed unanimously 4:0.

### **2. Friends of Willamalane Update**

Public Affairs Manager Mike Moskovitz introduced Jim Mayo, Board Chair of Friends of Willamalane. Mr. Mayo stated that the Friends want to help the District along and are currently in the process of expanding the Board from the current five members to nine or ten. They have six candidates they would like to interview and should be ready to bring them on board by the May meeting. They have revised the by-laws in order to include everyone in Springfield as a Friend. Friends will get updates, invitations to the annual meeting, and some type of social event. The Friends have a Web site which is linked with the District Web site.

The Friends are looking at options for planned giving and will sell sponsorships for mileage post markers on the various paths throughout the District. They have mile post markers ready to install on the EWEB bike path as soon as the weather allows. In addition, they will sell 4' x 8' signs at ball parks and at the pools to help fund the District's scholarship program. Mr. Moskovitz said that they will enlist Volunteer Coordinator Ashlee Dixon to help make the connection between the Friends of Willamalane and volunteers.

The Board expressed their thanks to Jim Mayo for his report and leadership.

### **3. Kids Club and Camp Fee Changes Update**

Community Recreation Program Manager Terri Fackrell compared and contrasted the School Age Camps provided in 2008 and 2009. The four camps offered in 2009 versus the two offered in 2008, accompanied by the new tiered fee structure, has resulted in increased camp participation and positive feedback from both parents and campers. Participants and families reported that they enjoyed the smaller size of the camps and that the new camp structure “was fun.” Staff feedback noted that smaller camp size reduced camper behavior issues and the

layout and format of the camps allowed staff to have more fun. Benefits of changing from separation by grade levels to ages allowed families flexibility in meeting the developmental stage of their child and the use of specialists in specific subjects enhanced the campers' experience.

Summer 2010 camps will have the same tiered fee structure and costs as 2009. Dorris Ranch Day Camp will continue to engage campers in the unique qualities and natural environment at the Ranch and staff will continue to bring in instructors in specialized subject areas.

The 2009-10 Kids Club fee structure was also changed from a flat monthly fee for daily care to a variety of options that allow parents more flexibility in choosing the care they need and how they pay for that care. Modifications were based on customer feedback and have shortened registration time. Options include Daily Use (a.m., p.m., both), Part Time (a.m., p.m., both) two or three days per week and, for those parents who don't know their schedule from week to week, there is a Variable option (a.m., p.m., both).

Mr. James commented that he knew the economic downturn would impact Kids Club and that he liked staff thinking outside the box. He asked how many registrations are coming in through on-line. Mr. Genck stated he did not have any numbers but that it can be tracked through CLASS and promised to get that information. He also noted that Kids Club and tiered Summer Camp fees are based on cost recovery.

#### **4. Cost of Living Adjustment**

Administrative Services Director Pam Caples announced that the budget was looking better. She reviewed the proposed Cost of Living Adjustment increase of 2.0 percent for all employees included in the FY 2011 budget. The current Union Contract dictates the amount and timing of the COLA for all union employees. Past practice, except for FY 2010, has been to award the non union employees the same COLA as union employees. Last fiscal year, non-bargaining unit employees did not receive a COLA. Instead, all benefitted non union employees (management and confidential employees) received an additional floating holiday. Union employees agreed to postpone the COLA that was contractually obligated on July 1, 2009 until January 1, 2010.

The Portland CPI-U for the calendar year 2009 was -0.2 percent for the first half of 2009 and 0.5 percent for the second half of 2009 resulting in an average of 0.15 percent for the year.

Ms. Caples recommended that the Board approve a 2.0 percent cost of living increase for all salaried non-bargaining unit employees, and for all part-time non-bargaining unit employees.

Director Ross moved, seconded by Director Wagner, to approve a 2.0 percent cost of living adjustment for all non-bargaining unit employees as presented. The motion passed unanimously 4:0.

#### **5. Draft CIP Review**

Again, in lieu of Planning and Development Manager Greg Hyde, Superintendent Keefer presented the Five-Year Capital Improvements Program (CIP) update. Stating that the CIP is

presented as two separate schedules, one for the Building and Construction (B&C) Fund and one for the Systems Development Charges (SDC) Fund, he noted that some projects have been combined in order to take advantage of efficiencies of scale and/or phased so that they span more than one year. He reviewed the key features of both schedules and requested that the Board endorse the CIP now or suggest changes to be made and have it brought back to the Board for endorsement later.

Director Beyer moved, second by Director Ross, to approve the Five-Year Capital Improvement Program as presented. The motion passed unanimously 4:0

## **6. Audit Division Letter**

Ms. Caples introduced this topic by stating that the District had received a letter from the State of Oregon-Audit Division which periodically reviews the District's financial audit for compliance with state laws. This review disclosed several items considered to be in non-compliance with Local Budget Law.

Ms. Caples and Mr. Keefer met with the Audit Committee (Mr. James and Mr. Ross) to discuss the issues and to draft a letter in response which was included in the Board's meeting packet. In the interim, she had made some revisions to that letter which she distributed to the Board.

Mr. James thanked Ms. Caples for her work on this issue and for communicating with them. There was a brief discussion about why the auditors might have missed these three items.

Director Ross moved, seconded by Director Wagner, to instruct the Board President, with the assistance of staff, to prepare a letter in response to the letter from the Office of the Secretary of State. The motion passed unanimously, 4:0.

Ms. Caples stated that she had met with the Audit Committee to discuss renewing Jones & Roth's audit contract. Jones & Roth is asking for a 5 percent increase in fees. Mr. James and Mr. Ross thought it was appropriate to meet with the partner to renegotiate a more reasonable offer. Mr. James stated that other government agencies were freezing salaries of employees and the increase should be more in line with CPI. The Board was supportive of the Audit Committee's recommendation to meet with Jones and Roth to negotiate the contract renewal. Pam will schedule a meeting with Cathi McNutt, partner with Jones & Roth and the Audit Committee. The Committee will also discuss the audit letter as part of that meeting.

## **7. Oregon Children's Outdoor Bill of Rights**

Mr. Genck presented a request by the Oregon Recreation and Park Association for park and recreation agencies throughout the state to endorse the ORPA-created Oregon Children's Outdoor Bill of Rights (OCOBOR). The purpose of OCOBOR is to unify outdoor recreation providers in the state of Oregon and provide program elements that will result in a unified structure in attracting youth and families to the outdoors. Management Team has reviewed the document and thought it important enough to endorse as well as to ask the Board to endorse.

Mr. Genck stated that another 29 agencies have endorsed OCOBOR including Portland Metro, Bend Park and Recreation District, and the City of Eugene Park and Recreation. He noted that some organizations have questioned whether endorsing OCOBOR changes any operating principles and parameters. Mr. Genck does not think so. Rather he sees it as another way to get our name out for the outdoor experiences the District provides.

Director Beyer moved, seconded by Director Wagner, to endorse the Oregon Children's Outdoor Bill of Rights as presented. The motion passed unanimously 4:0

### **Business from Legal Counsel**

None

### **Standing and Special Committee Reports**

Mr. James announced that LCOG has prioritized its goals in order to develop a climate of prosperity. He will keep the Board and staff informed about the three initiatives LCOG is working on: communication, economic development and human services.

### **Superintendent's Business**

#### **1. Superintendent's Reports #112, dated March 31, 2010**

No comments

#### **2. Staff Updates**

Park Services Director Joel Miller announced that Springfield Mayor Sid Leiken came to the Community Recreation Center today to present an award for Excellence in Environmental Leadership to the Park Services Division. He noted that several staff members deserved credit for the award. Mike Mejia has led the group in the "Down by the Riverside" projects in the past few years. Eric DeBord and Daphene Sampson have taken on leadership roles in the native areas of Eastgate Woodlands and Lively Park and other areas. Staff has worked with city staff on the north side of the Canoe Canal and on the Mill Race. The Mayor has been invited to re-present the award to the Park Services group at the April 22 Employee Recognition Luncheon.

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

Mr. James reviewed the District calendar and encouraged members to drop in to the Student and Family Support Center open house behind Brattain House on April 27. He explained that the School District had requested funds through United Front to centralize services that are currently housed in Brattain House.

- April 22 Annual Employee Recognition Luncheon, LCC Center for Meeting & Learning, 11:30 a.m.-1:00 p.m.
- May 1 Vineyard and Violins, WAAC, 5-8 p.m.
- May 5 Regular Board Meeting, CRC Heron Room, 6:30 p.m.
- May 12 Budget Committee Meeting, CRC Heron Room, 6 p.m. (Light supper provided)

- May 19 Budget Committee Meeting, CRC Heron Room, 6 p.m. (if needed)
- May 20 Lively Park Celebration, Lively Park Shelters, 5:30 p.m.
- May 26 Budget Committee Meeting, CRC Heron Room, 6 p.m. (if needed)
- June 12 Willamalane Surf & Turf Duathlon, Willamalane Park Swim Center, 8:30 a.m.

### **Written Communications**

None

### **Remarks from the Directors**

Mr. Beyer stated he would not be able to attend the June 9 meeting. He also noted that The Essentials Concert at the Wildish Community Theater was a nice event.

Ms. Wagner complimented the staff at WAAC for taking time to send her several cards of sympathy and well wishes. She appreciated their time and effort.

### **Messages and Papers from the President**

None

### **Adjournment**

The meeting was adjourned at 8:17 p.m.

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Robert W. Keefer  
Superintendent/Board Secretary

Rita F. Grimes  
Recording Secretary