

Board of Directors
Regular Meeting
Wednesday, May 5, 2010, 6:30 p.m.
Willamalane Community Recreation Center
250 S. 32nd Street, Springfield, Oregon

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 Present: Superintendent Bob Keefer, Jason Genck, Pam Caples, Joel Miller, Greg Hyde, Mike Moskovitz, Ashlee Dixon, Nicole Ankeney, Christal Miller

Others present: Legal Counsel Dwight Purdy, The Register-Guard reporter Shaun O'Dell

Flag Salute

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

Adjustments to the Agenda

None

Oral Requests and Communications from the Audience/Staff

Audience (Speakers are limited to three minutes, exclusive of questions from the Board.)

None.

Consent Calendar

Minutes

Regular Board Meeting of April 14, 2010

Claims

04/08/10 through 04/29/10 Disbursements for Approval

Checks #81530 through 81756

Other

Consider motion to adopt FY '11-15 Capital Improvements Program

Director Ross moved, seconded by Director Wagner to accept the Consent Calendar as submitted. The motion passed unanimously, 4:0.

Unfinished Business

1. Introduce New Employees

Superintendent Keefer introduced this topic by stating that a few years back the Management Team started introducing new employees to the Board. There haven't been many to bring lately but he was pleased to bring three tonight.

Planning and Development Manager Greg Hyde introduced Nicole Ankeney, Landscape Architect and Park Planner. Ms. Ankeney gave a brief description of her schooling which included graduating from the University of Oregon with a Landscape Architecture degree. Her work history includes several years at Pivot Architecture while in school and four years at Dougherty Landscape Architects following graduation. She will be getting her landscape architect license next week. Ms. Ankeney said she is excited to be a Willamalane with its various project opportunities.

Deputy Superintendent Jason Genck introduced Ashlee Dixon, Volunteer/Special Events Coordinator in the Cultural Affairs Department. Ms. Dixon stated that since receiving her degree from Eastern Oregon University in Anthropology and Sociology, she has been working at Greenhill Humane Society for the past four years as their Volunteer and Foster Program Coordinator. Her first project with Willamalane was recruiting volunteers for the Willamalane Park playground project which resulted in about 550 volunteer hours over 11 days.

Mr. Genck introduced Christal Miller, Community Recreation Early Childhood Program Supervisor. Ms. Miller informed the Board that she comes to Willamalane with a Master's degree in Education from Pacific University and was the director and teacher in a pre-school program. She is very passionate about early childhood education. She worked at Nordstrom and has high expectations of customer services which is in line with Willamalane's philosophy. She has also managed several insurance offices. She believes all her talents are pulled together in her position at Willamalane.

The Board welcomed all three new employees to Willamalane.

2. Middle Fork Path/Clearwater Park Projects Update

Mr. Hyde presented a Project Status Report on the Middle Fork Path Phases I and II; Clearwater Park Phases I and II; Mill Race Project, Boat Ramp project; restroom project. He announced that the District received notice to proceed on Middle Fork Path Phase I. The ground breaking ceremony may take place after Memorial Day. The pre-fabricated restroom should be installed toward the end of June. The proposed boat ramp and additional boat trailer parking will be completed within the next two years if funding is secured through the Oregon State Marine Board. Once the Marine Board improvements are done, development is finished at Clearwater Park until a Master Plan is developed.

About 50,000 riparian plants have been planted in the Mill Race Restoration Project. Phase 2 of the project should start June 1, which includes converting the Mill Pond to a wetland system with a stream flowing through it, with the primary goal to restore the eco-system. Part of the plan is to have a Mill Race path, beginning at 2nd Street, which will join up with the Middle Fork

Path and continue out to Clearwater Park. Phase 1 of the Middle Fork Path Project will go to Quarry Creek with Phase 2 continuing it from Quarry Creek to Dorris Ranch. Phase 2 of the project is still unfunded. Mr. Hyde is optimistic that the District will get the funding needed to continue the path and plans to be ready when funding does come in. The Restroom Project includes adding magnetic doors so it can be locked after hours and, hopefully, security cameras. Staff is currently working on Management Plans for the Middle Fork Path and Clearwater Park.

Director James expressed his appreciation for the way all the projects were bundled together. Board members concurred.

3. FY '10 3rd Quarter Financials

Administrative Services Director Pam Caples reviewed the FY '10 Third Quarter Financial Report noting that assessed values and tax collections are strong. Administrative Services Division has no notable items other than the total Division budget is projected to come in approximately \$17,000 under budget.

Recreation Services revenues have decreased by \$27,000 from last fiscal year and expenses have decreased by approximately \$387,000. This Division (including aquatics) is expected to break even with no remaining balance. Aquatics' fee revenue is up \$4,000 and expenses have decreased approximately \$72,000 over the same time period last fiscal year. Total subsidy used this fiscal year is 60% vs. 71% last fiscal year. Aquatics departments are anticipated to be under subsidy by \$29,000.

With sewer and water expenses up over last year because of new parks brought on line and the high temperatures and drought conditions last summer, as well as increased pool maintenance expenses, Park Services Division budget is expected to break even with no remaining balance. Since the Aquatics Maintenance budget has spent approximately \$29,000 additional subsidy over last fiscal year, a transfer to Park Services of \$30,000 to offset these expenses will be presented to the Board for approval at the June 9 meeting.

Mr. Ross asked if any money will be transferred to the pools in anticipation of major repairs that may be needed. Ms. Caples indicated that such a transfer will occur in FY 11 rather than FY 10.

Mr. James remarked on the Aquatics department move from 71% subsidy to 60% subsidy attributing it to how fast the organization embraced and implemented cost recovery.

Ms. Caples stated that, overall, she is anticipating an ending fund balance of \$1.275 million or 17% of tax revenue, well above the Board goal of 12%.

Director Beyer moved, seconded by Director Wagner, to approve the FY '10 3rd Quarter Financial Summary as submitted. The motion passed unanimously, 4:0.

4. Alcohol Policy Changes

Deputy Superintendent Jason Genck presented a request from staff to modify the District Areas, Buildings, and Facilities Policy to add designated facilities besides Dorris Ranch and the Adult Activity Center. Staff has already received requests to serve alcohol at the Lively Park picnic shelters during corporate functions and for a wedding reception at Island Park. The Policy will continue to allow only champagne beer, and/or wine with appropriate certificates of compliance and insurance. A change in Procedures will include having a facility attendant at the shelter/site.

Mr. Ross stated that he advocates for keeping policies as general as possible with specifics handled in the procedures.

Director Ross moved, seconded by Director Beyer, to approve the recommended changes to the Alcohol Policy in the Administrative Policy and Procedures Manual as submitted. The motion passed unanimously, 4:0.

Business from Legal Counsel

Legal Counsel Dwight Purdy reminded the Board that they had asked him to find out how often personal service contracts must be put out for bid and stated that the Board can set its own time frame.

Standing and Special Committee Reports

Superintendent's Business

1. Superintendent's Report #113 dated April 30, 2010

Several Board members reported having difficulty registering online for the Vineyards & Violins Auction and ended up phoning in their reservations.

Mr. James commented that the Vineyards & Violins Auction went very well. Mr. Genck stated that preliminary results indicate that it was more successful than last year.

In answer to Ms. Wagner question about marketing Vineyards and Violins to other generations besides seniors, Mr. Genck explained that it is an opportunity to invite those to who don't usually come to WAAC and that staff works hard to do that. The biggest outreach is to businesses in the community in an effort to create partnerships with them. He noted that staff had recruited more sponsors than ever this year.

2. Staff Updates

Public Affairs Manager Mike Moskovitz announced that, per the desire of the Board for Willamalane to get more recognition for 4th grade swim lessons, he had worked with the school district to completely revamp the swim lessons letter sent to 4th grade parents adding logos from both agencies. In addition, he recruited PacificSource Health Plans to sponsor bath towels for each student printed with "I learned to swim thanks to ... Willamalane and Pacific

Source.” Mr. Moskovitz distributed a towel to each Director. Pacific Source has indicated they want to continue sponsoring the towel give-away program.

Mr. James indicated he would like an e-mail copy of the letter sent to parents.

Mr. Genck announced that Middle School Sports is adding track to the menu of options next year and noted that the season will coincide with next year’s Hershey Track Meet and students will be participating.

3. Upcoming Meetings/Work Sessions/Events

Greg reviewed the Board calendar.

- May 6 & 7 Misty River Benefit Concerts for Wildish Community Theater, WCT, 7 p.m.
- May 7 Springfield Farmers’ Market Opening, Main Street, 3-7 p.m.
- May 12 Budget Committee Meeting, CRC Heron Room, 6 p.m. (Light supper provided)
- May 15 Mother-Daughter Tea, CRC, 2-4 p.m.
- 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)
- May 27 Hershey Track & Field Games (ages 9-14), Silke Field, 3:30 p.m.
- June 5 & 6 Willamalane 7x7 Soccer Tournament Classic, 32nd St. Community Sports Park
- June 9 Regular Board Meeting, CRC Heron Room, 6:30 p.m.
- June 12 Willamalane Surf & Turf Duathlon, Willamalane Park Swim Center, 8:30 a.m.
- June 18 & 19 Radio Redux: ‘Stagecoach’, Wildish Community Theater, 7:30 p.m.
- June 19 & 20 The Roving Players ‘A Midsummer Night’s Dream’, Island Park, 6 p.m.
- June 20 Radio Redux: ‘Stagecoach’, Wildish Community Theater, 2 p.m.
- June 20 BRING Tour of Homes & Gardens, Dorris Ranch Tomseth House, 9 a.m.-5 p.m.
- June 23 Special Board Meeting, CRC Heron Room, 6:30 p.m.

Written Communications

None

Remarks from the Directors

Mr. Beyer noted that the work done at the Willamalane playground looks great.

Messages and Papers from the President

None

Executive Session

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 passed unanimously, 4:0.

Reconvene and Adjourn

The meeting was adjourned at 8:24 p.m.

Robert W. Keefer
Superintendent/Board Secretary

Rita F. Grimes
Recording Secretary