



Board of Directors Meeting Minutes

Wednesday, May 13, 2020 4:00 PM

This meeting was held in-person and telephonically

Draft Board Approved

I. Call to Order

President James called the May 13, 2020 Board meeting to order at 4:06 p.m.

II. Roll Call

Board Members Present: President Greg James, Vice President Denise Bean, Director Lee Beyer, Director Renee Jones, and Director Chris Wig.

Staff Present: Superintendent Michael Wargo, Kendall Reid, Paula Davis, Eric Adams, Teri Gutierrez, Kenny Weigandt, Jo Schutte, Spenser Lind, Whitney Hoshaw, and David Kieffer.

Guests Present: Kristin Denmark, Legal Counsel.

III. Flag Salute

President James led the group in the Pledge of Allegiance.

IV. Adjustments to the Agenda

Superintendent Wargo made the following adjustments to section VII. Business: Action Items:

- Added: B. Board Approval of the Superintendent's Evaluation
- Moved: Superintendent Contract Renewal to item C

V. Consent Agenda – Action

a. **Approval of Minutes** - April 8, 2020

b. **Approval of Claims** - 3/1/2020–3/31/2020

c. **Approval of Financial Board Report** – FY20 7/1/2019-3/31/20

Director Beyer seconded by, Director Wig, moved to approve the consent agenda as presented. The motion passed unanimously, 5:0.

VI. Business: Reports, Updates & Discussion

a. **May Employee of the Month**

Superintendent Wargo introduced David Kieffer, Recreation Program Manager, who announced Spenser Lind, Recreation Services Division Athletics Supervisor, as employee of the month for May 2020. David highlighted many of Spenser's accomplishments including his most recent event, the 5K Your Way. This fitness opportunity helped connect the community to Willamalane during the COVID-19 pandemic.

b. Welcome Back to Willamalane Action Plan Update

Kendall Reid, Recreation Services Division Director, went over the COVID-19 Recovery and Reopening Planning presentation (included in the board packet) which detailed the reopening plan and process. The items covered were as followed:

- Path to Recovery – Phases, response, hold, restart, and the new normal
- Proactive planning based on Willamalane mission and values
- Welcome Back to Willamalane Committee Plan
- Guidelines for reopening
- Local collaboration
- Things to consider: Vulnerable populations
- Patron experience
- Phase overview (currently in phase 0); May 15 Willamalane will move into phase 1
- Restart information for Phases 1, 2, & 3

c. FY2020 Third Quarter Update

Paula Davis, Business Operations Director, presented the 3rd Quarter Financial update. Her report detailed information on the general fund, general revenue, and specific information on subsidy and expenditures for Recreation Services, Parks, Planning and Facilities, and Administrative Services divisions. She noted that bank reconciliations for February and March would be delayed due to COVID-19. In summary, Paula reported that Willamalane was operating consistent to budget expectations and that unfavorable variances would be monitored for corrective action.

d. FY2021-2025 Capital Improvement Plan Update

Eric Adams, Planning, Parks and Facilities Division Director, presented an agenda memo on the Five-Year Capital Improvement Plan Update draft for FY2021-2025. The update included items in both the Building & Construction and System Development Charge (SDC) Funds. If approved, the plan would be presented at the budget committee meeting on February 27, 2020.

Eric relayed that the Comprehensive Plan update included a \$20,000 increase due the mandate to update the plan every ten years. Additionally, he said that the SDC Methodology increased as well from \$25,000 to \$100,000. It was noted by Eric and several board members that the SDC and Comp plans were not in alignment with each other. After discussion, President James suggested that Eric move forward with updating the comprehensive plan first, then the SDC Methodology. Director Wig added that although he agreed with moving forward, he felt there were more progressive SDC methodologies to consider. Eric said that he would make the recommended modifications and present the revised plan update at the June Board meeting.

VII. Business: Action Items

a. Cost Recovery Temporary Policy

Kendall Reid, Recreation Services Division Director, presented an agenda memo to request the temporary suspension of the current Cost Recovery guidelines due to impacts of COVID-19. The requested suspension would be in place until mass gathering restrictions were lifted or by December 31, 2020, whichever occurred first.

Director Beyer, seconded by Director Wig, moved to temporarily suspend the current Cost Recovery guidelines until mass gathering restrictions were lifted or by December 31, 2020, whichever comes

first, and that the Superintendent or Recreation Services Division Director would approve Cost Recovery during the suspension. The motion passed unanimously, 5:0.

b. Superintendent Evaluation Approval

President James reported that the Board recently conducted the Superintendent's annual evaluation for which he received excellent marks. President James added that Superintendent Wargo had done an incredible job over the past year to move Willamalane forward in supporting the community and providing excellent park and recreational services to the public.

Director Beyer, seconded by Director Jones, moved to approve Superintendent Michael Wargo's annual evaluation and to include the evaluation results as a permanent record in his personnel file. The motion passed unanimously, 5:0.

c. Superintendent Contract Renewal

President James reported that the Board reviewed Superintendent's employment contract in executive session and would renew it for three years. Additionally, due to COVID-19 financial impacts on the District, Superintendent Wargo said he would forfeit a merit and cost of living adjustment for FY2021.

A motion was moved and seconded to approve Superintendent Wargo's amended employment contract as discussed in executive session. The motion passed unanimously, 5:0.

VIII. Other Business

a. Board President

None

b. Board Members

None

c. Standing & Special Committees

Vice President Bean reported that the Wildish Theater Board of Directors continued to work out financial issues regarding the theater. Additionally, Superintendent Wargo shared that he and Recreation Services staff were in the process of writing a Wildish Theater management proposal to be presented at a future Board meeting.

d. Legal Counsel

None

e. Superintendent

Superintendent Wargo referred to the May Superintendent's report in the board packet.

IX. Adjournment

President James adjourned the meeting at 6:29 p.m.