

**Board of Directors  
Regular Meeting  
Wednesday, December 16, 2009, 6:30 p.m.  
Willamalane Community Recreation Center  
250 South 32<sup>nd</sup> Street, Springfield, Oregon**

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## **10. 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, Danelle Ralston, Gary Ross and Helen Wagner.

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, Ken Wofford

### **Pledge of Allegiance**

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

### **Adjustments to the Agenda**

None

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

**Navy Chief Petty Officer Ken Wofford, 1037 Barstow Ave., Eugene, OR** – CPO Wofford introduced himself as a Park Services Division employee of 10 years and that he had recently returned from a 10 month tour of service in Iraq. He complimented Willamalane as a great agency with staff who both supported his service and supported his family while he was gone. He asked Superintendent Keefer and PSD Director Joel Miller to come forward and he presented them with a U.S. flag that had flown over his Patrol Boat 209 in the North Arabian Gulf on June 16, 2009 and a certificate confirming that. Mr. Keefer thanked CPO Wofford for the gift and commended his commitment and sacrifice in serving his country. Board members thanked him for his service.

## **30. Consent Calendar**

### **Minutes**

Regular Board Meeting of November 12, 2009

### **Claims**

11/06/09 through 12/03/09 Disbursements for Approval  
Checks #79680 through 80004

## Other

- a. Property and Liability Insurance
- b. Cedar Creek Partnership Memorandum Of Understanding

Director Ralston moved, seconded by Director Beyer, to approve the Consent Calendar as presented. The motion passed unanimously, 5:0.

## 40. Unfinished Business

### SDC Annual Rate Adjustment

District Park Planner, Rebecca Gershow, reviewed the Memo sent to the Board prior to the meeting which outlined the background and methodology for the annual phased-in increase in System Development Charges (SDCs). Also included was a letter from Consultant Don Ganer, Don Ganer & Associates, detailing the calculations used for annually adjusting the rates of Willamalane's SDCs. Ms. Gershow presented three options for the Board's consideration:

**Option 1—Continue Following the Methodology:** If the District were to implement the proposed 2010 SDCs per the attached letter, on January 1, 2010, at the direction of the SDC Methodology and Resolution, it would yield a single family detached SDC of \$3,468 and 2010 revenue of approximately \$308,652.

**Option 2—Delay Implementation of the Rate Adjustment through June 30, 2010 and then Implement the Full Rate per the Methodology:** If the District were to freeze the rate at the 2009 rate through June 30, and then apply the full rate as specified in our methodology (\$825 debt service credit, -3.82% cost adjustment factor, and 95% collection factor), it would yield a single family detached SDC of \$2,858 for the first six months of 2010 and \$3,468 SDC for the last six months of 2010. As a result, based on last year's history, the 2010 SDC revenue would be approximately \$285,472.

**Option 3—Limited Annual Adjustment using 2007 Debt Service Credit:** If the District were to retain the 2007 Debt Service Credit of \$1,207, include the negative cost adjustment factor of -3.82% and the collection factor 95% the single family detached SDC rate would \$3,075. This rate would result in 2010 SDC revenue of approximately \$273,675.

Ms. Gershow recommended Option 2 as it is in keeping with what the City of Springfield is doing with their SDCs. In addition, it keeps the process as simple as possible for the City as they collect our SDCs. She noted that, per a listing of Park SDC rates from a variety of communities throughout the State provided by Mr. Ganer, the current and proposed Willamalane SDC rates are in alignment or slightly less than comparable agencies from throughout the State

Director Ross moved, seconded by Director Beyer, to approve Resolution 09-10-13 delaying the annual adjustment of Park and Recreation System Development Charge rates to reflect changes in costs until July 1, 2010. The motion passed unanimously, 5:0.

### **Middle Fork Path Update and Acceptance of City and SUB Easements**

District Park Planner Rebecca Gershow presented this item by stating that construction of Phase 1 of the Middle Fork Path is estimated to begin in May 2010 and that all environmental clearances and land use approvals have been obtained for Phase 1. The focus of her presentation was to have the Board accept the proposed temporary and permanent easements for construction and maintenance from the City of Springfield and Springfield Utility Board (SUB). She noted that, at its December 7 Council Meeting, City staff recommended approval to the City Council, who subsequently passed a resolution authorizing the City Manager to sign all agreements and easements substantially in the form of the draft documents attached. On Tuesday, December 8, SUB staff recommended approval to their Board of Directors, who subsequently passed a resolution authorizing the General Manager to sign all agreements and easements after a final review by the SUB Board.

The three agencies will work out a path management plan after the first of the year.

Director Beyer moved, seconded by Director Ralston, to approve Resolution 09-10-12 authorizing and directing the Superintendent to execute certain agreements and certain documents conveying certain property interests over property owned by the City of Springfield and Springfield Utility Board to Willamalane Park and Recreation District to facilitate construction of the Middle Fork Willamette River Path as presented. The motion passed unanimously, 5:0

### **Five Year Financial Plan Update**

Ms. Caples reviewed the Board Memo and accompanying spreadsheets, sent to the Board prior to the meeting, which recapped her revenue assumptions in updating the Five-Year Financial Plan. She also reviewed her assumptions, projections and changes in the Expense Projections and the projected Ending Fund Balances over the five-year period. The most significant changes made in the plan were to adjust the assessed value numbers (tax revenues) to reflect actual amounts reported by Lane County and increase in expenditures due to the improvements and acquisition in parklands being added to District inventory over the next several years (Lively Park improvements, Middle Fork Bike Path, acquisition and Clearwater Park improvements).

Director Ralston moved, seconded by Director Wagner, to accept the Five Year Financial Plan Update as presented. The motion passed unanimously, 5:0.

### **Accept Clearwater Park LGGP Restroom Grant**

Superintendent Bob Keefer reminded the Board that the District received notice last May that the District was awarded a \$120,000 Recreational Trails Grant from the Oregon State Parks and Recreation Department for the development of a flush toilet restroom at Clearwater Park. The District just received the grant agreement from the State and that the Board needs to accept the grant and execute the agreement before we can proceed with the project. The District's \$30,000 match was approved as part of the FY 10 Budget. He indicated that, while waiting for the grant

disbursement, Park Planner Jake Risley and staff have been working on permits and doing pre-work. He asked the Board for approval to execute the grant agreement for the Restroom Project.

Director Ross moved, seconded by Director Beyer, to delegate authority to the Board President and Superintendent to accept the grant for the Clearwater Park Restroom Project. The motion passed unanimously, 5:0.

## **50. Business from Legal Counsel**

None

## **60. Standing and Special Committee Reports**

President James reminded the Board that the LCOG Appreciation Banquet is January 28, 2010.

## **70. Superintendent's Business**

### **Superintendent's Reports #108, dated November 30, 2009**

Director Ralston asked Mr. Miller what was happening with the group that was feeding the homeless in Island Park. Mr. Miller reported that he had sent Ms. Poniacki a letter allowing them to do continue their project on a two-month basis with some guidelines that will be reviewed at the end of the two months.

In response to President James' questions about the statistics of Web site use, Mr. Moskovitz responded that, with the debut of the social media tools, overall usage of the Web site should go up. There was some discussion around why social media is useful with Mr. Genck explaining how the Aquatics Department used it to communicate with their patrons about program scheduling and with staff about work schedules.

### **Staff Updates**

None

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

- December 24 Christmas Eve – Programs and offices close at 4 p.m.
- December 25 Christmas Day – Offices closed
- January 1 New Year's Day – Offices closed
- January 6 Mayor's State of the City Address, Wildish Community Theater, 11 a.m.
- January 13 Regular Board Meeting, CRC Heron Room, 6:30 p.m.
- January 18 Martin Luther King Jr. Holiday – Programs and offices closed
- January 23 TEAM Springfield Joint Elected Officials, Thurston Elementary School, 8 a.m.
- January 27 Board Work Session

President James inquired as to whether the Board was interested in having a work session to review goals from last year prior to the Budget session. Superintendent Keefer suggested that

Management Team will want to have a goal setting session with the Board in October or November 2010 as it prepares to begin the budget cycle much earlier than it has been.

**80. Written Communications**

None

**90. Remarks from the Directors**

None

**100. Messages and Papers from the President**

None

**110. Executive Session**

Director Beyer moved, seconded by Director Wagner, to meet in Executive Session to conduct deliberations with persons designated by the Board to negotiate real property transactions per ORS 192.660; SECTION (2), SUBSECTION (e).

**Reconvene**

Ms. Caples announced that the terms of budget committee members Dwight Dzierzek and Dave Horton will end December 31, 2009. She was uncertain if both had completed two terms and will report on that at the January 13, 2010 Board meeting.

**120. Adjournment**

The meeting was adjourned at 8:05 p.m.