



Minutes

**Board of Directors
Regular Meeting
Wednesday, February 14, 2018, 6:30 p.m.
Bob Keefer Center for Sports and Recreation
250 S. 32nd Street, Springfield, Oregon**

I. CALL TO ORDER

II. ROLL CALL

Present: President Ballew, Director Bean, Director James, Director Ross

Absent: Director Beyer

III. FLAG SALUTE

IV. ADJUSTMENTS TO THE AGENDA

A. Adjustments

Mr. Martorello adjusted the agenda to start with the presentation of the Lobby Redesign Concepts as the first order of business. Due to technical difficulties, this presentation was pushed to second and Lauren, President of the Willamalane Park Foundation, presented a 2017 Park Foundation update to start.

V. AUDIENCE PARTICIPATION

There was no one wishing to speak.

VI. CONSENT CALENDAR

A. Minutes

Regular Board Meeting of January 10, 2018

B. Claims

01/01/2018 – 01/31/2018 Disbursements for Approval
Checks #1113002 through #113321

C. Financial Report

07/01/2017 – 12/31/2017 FY2018 Monthly Report – FYTD

D. Action: Consider motion to approve the Consent Calendar, as presented.

VII. UNFINISHED BUSINESS

A. Items for Discussion

i. WPRD Foundation 2017 update

Loralyn Spiro, WPRD foundation President, provided a 2017 Foundation recap. The Foundation added four new board members, participated in Best Board training, created Board Recruitment Matrix and secured donor database software. The Foundation updated their mission, vision, value statements and bylaws. Almost 16,000 donations were made in 2017 for Fight the Blight, and they raised over \$2,000. There were 130 scholarships issued for One Pass in 2017. In 2018, the Foundation plans include participating in Vineyards and Violins and possibly hosting a pickle ball tournament.

ii. Presentation of Lobby Redesign Concepts

Carl Sherwood of Robertson Sherwood Architects and Carl Oslund of Oslund Design, presented on potential Lobby re-designs concepts. Their team visited each of Willamalane's facilities and met with staff to review concepts and get feedback. Carl implemented a fact-finding audit to develop what ideas to present. He discovered early on that they have to address the outside appearance of the facilities first. Treasurer Bean noted she would like to proceed with much of the concepts presented. Director Ross expressed concerns about the concession area being eliminated from the Bob Keefer Center. Deputy Superintendent Michael Wargo spoke on having food truck concessions present for large events at BKC. Director Ross questioned the turn style entry and wheel chair accessibility. Mr. Sherwood assured her they would comply with ADA. Director James was pleased with the consistency of concepts and technology marketing opportunities some of the designs provided.

iii. Springfield Open Streets Community Event

Kim Lyddane, Program Manager for Special Events, provided information and ideas for Springfield Open Streets Community Event. This event would be a way of giving public space back to people along the streets, and provide a free weekend event to the public. The event would include performance spaces and booths. The City would take the lead and WPRD would assist. The event itself would be 4-5 hours long, with a full day impact to get everything in place. Director James commented on funding strains. Kim Lyddane noted that Grant funding could possibly allow more hours for Willamalane employees to spend their time contributing. President Ballew expressed concern about the decline of Tap & Taste attendees in 2017.

iv. FY 2nd Quarter Financial Report

Finance Director Dania Ballard gave FY 2nd Quarter Financial Report. Revenues are down in Administrative Services due to re-organization. Aquatics revenue is and expenses were higher than last year. Recreation Services revenue was lower due to low enrollment. Park and Facilities revenue and expenses were higher than last year. Compliance has been timely and diligent, and that will continue moving forward. Treasurer Bean asked about any concerns for fraud or embezzlement. Dania Ballard's reply was that there is currently no concern. FY19 budget preparations have started and Willamalane is looking at increases in various areas such as wages/salaries and benefits. Director James requested a sheet of budget assumptions. Mr. Martorello will be sending out an email of budget assumptions to the Board. Treasurer Bean inquired about when the first budget meeting would commence.

B. Items for Action

i. Legislative Update

Kate Reid, Community Engagement Supervisor, provided a Legislative update regarding bills that may affect the District. House Bill 4001, Cap and Trade Bills regarding the emissions of greenhouse gas, should not affect Willamalane. HB 4015, HB 4060, HB 4127, HB 4138 and HB 1515 could possibly affect Willamalane.

Mr. Martorello provided a draft letter for the Board to review in response to Senate Bill 1515. Director James asked about distinguishing between Children's Districts and WPRD. Treasurer Bean is in support and encourages the letter. Kate Reid gave more detail regarding the draft letter and explained the impact. Treasurer Bean gave suggestions for letter revisions. Director James spoke on Springfield voters needing to approve this. Director Ross recommended explaining outcome of results. President Ballew commented that legislation in writing would be preferred to review. Mr. Martorello suggested sending the letter out in advance.

ii. Uniform and Personnel Hygiene Policy – Resolution #17-18-05

*Resolution #17-18-05 – amend resolution number from last meeting

VIII. EXECUTIVE SESSION

IX. REGULAR BOARD MEETING–Continued

A. Business from Legal Counsel

B. Standing and Special Committee Reports

C. Superintendent's Business

i. Superintendent's Reports (January 2018)

ii. Staff Updates

- a. Collective Bargaining update
- b. United Front – memo sent to Board
- c. Strategic Plan timeline
- d. 2018 Homelessness Survey Participation

iii. Upcoming Meetings/Work Sessions/Events

- Board Brown Bag Lunch with staff – February 21, 12:00 pm
- Board Work Session February 24, 2018 6:30 pm
- Spirit of the Mill Race 5K – February 24, 2018, 9:00 am
- Regular Board Meeting March 14, 2018, 6:30 pm
- MEGGA Hunt – March 31, 2018, 9:30 am – 12:00 pm

X. WRITTEN COMMUNICATION

XI. REMARKS FROM THE DIRECTORS

XII. MESSAGES AND PAPERS FROM THE PRESIDENT

XIII. ADJOURNMENT

Vincent Martorello, Secretary

(Recorded by Melissa Taxara, WPRD)