

**Board of Directors
Regular Meeting
Wednesday, May 9, 2018, 6:30 p.m.
Bob Keefer Center for Sports and Recreation
250 S. 32nd Street, Springfield, Oregon**

I. CALL TO ORDER

President Ballew called the meeting to order at 6:02 p.m.

II. ROLL CALL

Board Present: President Ballew, Vice President Bean, Director Beyer, Director James

Board Absent: Director Ross

Staff Present: Michael Wargo, Superintendent; Eric Adams, Planning, Parks & Facilities Director; Nicole Gibson, Administrative Services Director; Dania Ballard, Finance Director; Kristina Koenig Boe, Landscape Designer; Jo Schutte, Executive Assistant/Recording Secretary

Guests: Darlene Raish, Ian Yau, Allie Camp, Don Morris, and Dwight Purdy, Legal Counsel

III. FLAG SALUTE

President Ballew led the group in the flag salute.

IV. ADJUSTMENTS TO THE AGENDA

The following adjustment was made to the agenda:

VI. Consent Calendar, C. Financial Report, 07/01/2017-04/30/18 03/31/2018 FY2018 Monthly Report – FYTD.

V. AUDIENCE PARTICIPATION

Ian Yau - Mr. Yau expressed concern and disappointment regarding the decision by the Board of Directors not to light the Whilamut Natural Area Northbank Path. He shared that the result of not lighting the path prohibited night time use for commuting, especially during fall and winter months.

Allie Camp - Ms. Camp, a Springfield community member, encouraged the board to reconsider their decision to not install lighting on the Whilamut Natural Area Northbank Path for safety and security reasons and to make the trail more useful for evening commuters.

VI. CONSENT CALENDAR

A. Minutes

Regular Board Meeting of April 11, 2018

B. Claims

04/01/18 - 04/30/18 Disbursements for Approval
Checks #113910 through #114167

C. Financial Report

07/01/2017 – 03/31/18, FY2018 Monthly Report – FYTD

Vice President Bean, seconded by Director Beyer, moved to approve the Consent Calendar as presented. The motion passed unanimously, 4:0.

VII. EXECUTIVE SESSION

Director James moved, seconded by Director Beyer, to reconvene in Executive Session. The motion passed unanimously, 4:0.

President Ballew read the purpose of the session: “Per ORS 192.660 section (2) subsection (d), there was an executive session to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

President Ballew closed the Executive Session.

VIII. UNFINISHED BUSINESS

A. Items for Discussion

i. FY18 3rd Quarterly Financial Report

Dania Ballard, Finance Director, updated the Board on the 3rd Quarter Financial Report. Referring to the agenda memo and supporting documentation in the board packet, she reported the following:

- Actual revenue for Administrative Services Division were down due to moving marketing activities to Recreation Services. Actual expenses went up due to an increased cost of legal services, insurance and association dues.
- Aquatics actual revenues went up compared to FY17 by \$63,601 and as a result of increased revenues, actual expenses went up as well.
- Other Non-Aquatic Recreation Departments actual revenues were lower than expected due to reduced enrollment for childhood and youth educational programming. Expenses increased which were attributed to moving marketing activities to Recreation Services.

- Planning, Parks and Facilities division revenues went up by \$7,774 and actual expenses went down by \$16,538 compared to FY17.

In summary, Ms. Ballard said that organization was operating consistent to FY18 budget expectations and that unfavorable variances would be continually monitored.

Vice President Bean asked if there were any suspicions of fraud or embezzlement within the organization. Ms. Ballard said there were no suspicions of either.

B. Items for Action

i. Fraternalization Policy – Resolution No. 17-18-15

Nicole Gibson, Administrative Services Director, provided a synopsis of the District Consensual Relationship and Nepotism policies. She stated the purpose of the policies was to create a professional workplace that fostered respect, integrity and impartial treatment and avoid the appearance of favoritism, preferential treatment or conflict of interest for all employees.

Directors expressed support for the policies. Responding to President Ballew's question, Ms. Gibson explained how the policies would be disseminated to staff and that the process would include an acknowledgment form by staff to be added to their personnel files.

Director Beyer, seconded by Vice President Bean, moved to approve Resolution No. 17-18-15 to establish the District Consensual Relationship and Nepotism Policies. The motion passed unanimously 4:0.

ii. Award of Bid for Kelly Field

Eric Adams, Planning, Parks & Facilities Director, introduced Kristina Koenig Boe, Landscape Designer, to discuss the Kelly Field turf replacement contract award.

Referring to the Agenda Memo and supporting documentation included in the board packet, Ms. Boe reported the scope of work included removal of existing artificial turf surface, regrading the base material, installation of new turf, adding tic markings, football striping and goal posts. Staff received one bid by Coast to Coast Turf for \$433,327.

Ms. Boe requested the Board of Directors authorize the Superintendent to finalize a contract with Coast to Coast Turf for turf replacement of Kelly Field with an amount not to exceed \$433,327 and to approve the overall project budget at \$453,827.

Director James, seconded by Director Beyer, moved to authorize Michael Wargo, Willamalane Park & Recreation District Superintendent to enter into contract with Coast to Coast Turf for turf replacement of Kelly Field not to exceed \$433,327, and to approve the overall project budget at \$453,827. The motion passed unanimously, 4:0.

iii. Bond Transfer for Building and Construction – Resolution No. 17-18-16

Eric Adams, Planning, Parks & Facilities Director, provided a synopsis of the proposed resolution to transfer FY 2018 appropriations in the amount of \$50,000 from the Bond Fund to the Building & Construction Fund. He explained that the request was consistent with the adopted FY 2017 Capital Improvement Plan (CIP).

Referring to the Action Memo in the board packet, Mr. Adams stated that the transfer of funds from the Bond Fund would help pay for CIP projects that had already been completed and to avoid a deficit in the Building and Construction fund at the end of FY 2018.

Vice President Bean, seconded by President Ballen, moved to approve Resolution No. 17-18-16, to authorize the transfer of FY 2018 appropriations in the amount of \$50,000 from the Bond Fund to the Building & Construction Fund. The motion passed unanimously, 4:0.

IX. REGULAR BOARD MEETING

A. Business from Legal Counsel

None for this meeting.

B. Standing and Special Committee Reports

None for this meeting.

C. Superintendent's Business

i. Superintendent's Reports (April 2018)

There were no questions regarding the report included in the agenda packet. Superintendent Wargo added the following:

- Pole Vault Club – Staff continued to have conversations with Raising the Bar Pole Vault Club regarding the decision to no longer offer rental space to the club due to fire code issues and space limitations at Bob Keefer Center.
- Division Reorganization - Superintendent Wargo announced the promotion of Eric Adams whose position changed from Planning and Development Manager to Planning, Parks & Facilities Director, effective May 1, 2018. This change was made in conjunction with the reorganization of the division in an effort to develop a consistent staffing structure.

D. Upcoming Meetings/Work Sessions/Events

- May 9 - Regular Board Meeting, 6:30pm, Bob Keefer Center
- May 12 – Mother's Day Tea, 1:00 p.m., Dorris Ranch Barn
- May 23 - First Budget Committee Meeting, 6:30pm, Bob Keefer Center
- May 24 - Second Budget Committee Meeting (if necessary), 6:30pm, Bob Keefer Center

Minutes
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- May 26 – Rock the Wildish, 7:30pm, Wildish Community Theatre
- June 13 - Regular Board meeting, anticipate approving FY 19 Budget, 6:30pm, Bob Keefer Center

X. WRITTEN COMMUNICATION

None at this meeting.

XI. REMARKS FROM THE DIRECTORS

None at this meeting.

XII. MESSAGES AND PAPERS FROM THE PRESIDENT

None at this meeting.

XIII. ADJOURNMENT

President Ballew adjourned the Board meeting at 8:27 p.m.

Michael Wargo, Secretary