

**Board of Directors
Regular Meeting
Wednesday, April 11, 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

Board Present: Vice President Bean, Director Beyer, Director Ross

Board Absent: President Ballew, Director James

Staff Present: Michael Wargo, Eric Adams, Nicole Gibson, Dania Ballard, Kim Lyddane, Sarah Judd, Jennifer Holland, Angela Arnold, Emily Ring, Karen Kirchhoff, Kerry Jack, Ken Randall and Jo Schutte, Recording Secretary.

Guests: John Brown, Eugene Water & Electric Board Member

III. FLAG SALUTE

Vice President Bean led the group in the flag salute.

IV. ADJUSTMENTS TO THE AGENDA

Jennifer Holland would present agenda item VII.A.ii.

V. AUDIENCE PARTICIPATION

There were no members of the community present.

VI. CONSENT CALENDAR

A. Minutes

Regular Board Meeting of March 14, 2018

B. Claims

01/31/18 – 03/31/18 Disbursements for Approval
Checks #113602 through #113909

C. Financial Report

07/01/2017 – 02/28/18, FY2018 Monthly Report – FYTD

Director Beyer, seconded by Director Ross, moved to approve the Consent Calendar as presented. The motion passed unanimously, 3:0.

VII. UNFINISHED BUSINESS

A. Items for Discussion

i. New Employee Introductions

Superintendent Wargo introduced Jo Schutte, Executive Assistant and Karen Kirchhoff, Communications Coordinator.

ii. Volleyball Tournament Report

Jennifer Holland, Bob Keefer Center Program Manager, gave an update on the success of Willamalane's volleyball season. She reported that volleyball tournaments were the largest single rental revenue producer for Bob Keefer Center. The 2018 season revenue covered more than 24 percent of the overall rental budget for the facility.

Ms. Holland presented a document entitled *Volleyball Tournament Revenue-Bob Keefer Center* that compared data collected for the past three years. Volleyball tournaments, rental fees, admissions and concessions were up from 2016 and 2017 seasons. The document also included information on revenues and fees collected from Columbia Empire Volleyball Association and The Matt Hartner Classic, two large tournament and revenue generators.

Director Beyer expressed that Willamalane's volleyball facilities are the best in the Northwest. Director Ross congratulated Ms. Holland and her team for the success of the volleyball program. Vice President Bean asked Ms. Holland to thank Jason Elissalde, Recreation Supervisor, for his assistance with the program.

iii. McKenzie River Property

Eric Adams, Planning and Development Manager, presented a map entitled *Weyerhaeuser McKenzie Natural Area* that identified the natural area boundary along the McKenzie River and Eugene Water & Electrical Board's (EWEB) water intake and drinking water treatment facility. Mr. Adams discussed community concerns regarding the proximity to EWEB's drinking water treatment facility and the negative impacts of illegal camping on public land. He stated that although public property around the Weyerhaeuser McKenzie Natural Area was owned by the City of Springfield, Willamalane managed the areas along the river through an intergovernmental agreement.

Mr. Adams introduced John Brown, Eugene Water & Electric Board Member, who attended the meeting to discuss his concerns as an advocate for clean water. Mr. Brown handed out a documents to the group which included three photographs depicting piles of debris collected during a recent clean up along the river, and a twelve page document entitled *Eugene Water & Electric Board Illegal Camping Field Observation Form*.

Mr. Brown expressed the need for more collaboration between businesses, as well as additional monitoring and removal of illegal camping to help protect one of Lane County's drinking water sources. Currently, Willamalane, Lane Council of Governments, City of Springfield and EWEB provide some support through area policing, waste removal and/or funding clean-up efforts. However, Mr. Brown felt that

illegal camping and its negative impact on fresh drinking water was growing and wanted to raise awareness to find a solution to the problem.

Vice President Bean and Director Ross thanked Mr. Brown for his concerns and efforts to protect clean water. Director Beyer asked how to get enforcements in the area to help combat the problem. Superintendent Wargo said that joining forces and creating partnerships throughout the community would be the most helpful and effective. Mr. Brown felt that doing nothing was not an option and that assistance from Springfield Police Department would be very limited.

Finally, Vice President Bean asked Mr. Brown to keep the Board updated on the ongoing issue.

iv. Fraternalization Policy Draft – First Read

Nicole Gibson, Administrative Services Director, presented drafts of the Fraternalization Policy (first read) entitled *Nepotism* and *Consensual Relationship Policy* and explained that the documents were still in draft form and that she had worked closely with Dwight Purdy, Willamalane’s legal counsel, to form a solid draft policy.

Mr. Purdy explained that the Nepotism policy followed Government Ethics laws for the State of Oregon, specifically ORS 244.177 and 179. Mr. Purdy added that the purpose of the policy was to assure that Willamalane have a professional workplace and avoid the appearance of favoritism, preferential treatment or conflict of interest.

Referencing the Consensual Relationship policy, Mr. Purdy explained that he compared several policies, including those from a variety of colleges and universities, to help form Willamalane’s policy. The policy, in which Mr. Purdy said should be interpreted broadly, would be applied to all employees, but particularly for relationships between supervisors and subordinates within the same chain of supervision. The policy covered information on specific definitions used within the policy, disclosure, notification and reporting requirements.

Vice President Bean asked if the policy should include all relationships, not just consensual ones. Ms. Gibson responded that certain behaviors and standards were already addressed in the employee Behavior Agreement and the draft policy referred to consensual relationships only. Vice President Bean asked staff to send board members a copy of the current sexual harassment policy.

B. Items for Action

i. Green Play Cost Recovery Recommendation

Superintendent Wargo referred board members to the Agenda Memo for the Cost Recovery Update and Recommendations and stated that the District had updated the Green Play Cost Recovery Pyramid Model to be more reflective of Willamalane’s financial performance and goals.

Jennifer Holland, BKC Program Manager, referred to documents in the board packet entitled *Executive Summary, Cost Recovery Methodology Pyramid Model – Clarifications Draft, Study Recommendations, Willamalane Cost Definitions – Attachment A, and Willamalane Park and Recreation District Categories of Service – Attachment B*. Ms. Holland also gave a PowerPoint presentation entitled *Cost Recovery Update – Creating our own future*, where she discussed what Cost Recovery was, why it was important and how Willamalane implemented cost recovery standards in 2008, with an update in 2013.

Ms. Holland stated that direct and indirect expenses had been updated, as well as clearer definitions for recovering costs, an updated calculator and program checklists. Responding to Vice President Bean's question on how staff came up with the 70% recovery for Program Coordinator salaries, Ms. Holland and Ms. Judd explained how staff kept track of all the duties carried out by a Program Coordinator to come up with the figure.

Referring to the pyramid handout, Ms. Holland explained the five tiers and the programs that fell into each tier. Vice President Bean asked if a facility fee was charged to groups renting the facilities. Ms. Holland and Superintendent Wargo explained that the charge was included in the rental fee as 'operational costs'. In reviewing tiers 3 and 4, Vice President Bean asked why full day preschool and half day preschool were in two different categories. Superintendent Wargo, Ms. Holland and Kerry Jack, Outdoor Recreation Supervisor, explained that full day preschool had a greater community impact and that half day preschool had a greater individual benefit, landing then in separate cost recovery categories.

Director Beyer, seconded by Director Ross, moved to accept the Green Play Cost Recovery recommendations as presented. The motion passed unanimously, 3:0.

ii. Summer Camp Contract Approval

Ms. Holland reported that Willamalane had offered a variety of popular and well-attended sports specialty camps for years. She added that contracting for the services benefitted Willamalane by offering quality camps to the community with very low overhead costs.

Referring to several documents in the board packet entitled *Sports Camp Proposal and Quote Bid Form*, Ms. Holland asked permission to enter into a contract with Anthony Newman Sports Camps. Director Ross asked if Willamalane had ever worked with the sport camp before, Ms. Holland said they had not but the sport camp had very high reviews. Vice President Bean asked if there was a procedure in place for back ground checks and Ms. Holland said that the Camp ran their own checks and Willamalane received copies of them.

Director Beyer, seconded by Director Ross, moved to authorize Willamalane to enter into contract with Anthony Newman Sports Camps. The motion passed unanimously, 3:0.

VIII. EXECUTIVE SESSION

Director Beyer moved, seconded by Director Ross, to reconvene in Executive Session. The motion passed unanimously, 3:0.

Vice President Bean read the purpose of the session: “Per ORS 192.660 section (2) subsection (f), there was an executive session to consider information or records that are exempt by law from public inspection.

Vice President closed the Executive Session.

IX. REGULAR BOARD MEETING - Continued

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:

- **Collective Bargaining** - The collective bargaining process was taking place. Willamalane had hired a consultant to assist in the process. All bargaining proposals were due on April 12th. So far they had received 14 different proposals and completed four full-day work sessions.
- **Budget** - Dania Ballard, Finance Director, had been working with staff on their FY19 budgets. All budgets were due to Superintendent Wargo by April 17, 2018. The first Budget committee meeting was scheduled for May 23, 2018.
- **Pole Vault Club** - Due to space limitations and programming constraints, Willamalane would no longer be able to offer rental space for Raising the Bar Pole Vault Club at Bob Keefer Center.
- **Strategic Priorities** - A Board Work Session was scheduled on April 25, 2018 for staff to present Willamalane's five Strategic Priorities.
- **United Way Campaign** - Willamalane would kick off the United Way Campaign called 'United May' during the month of May. A variety of fun staff activities and events had been planned to encourage staff to help raise funds for United Way.
- **Dorris Ranch Response** - Due to the vandalism at Dorris Ranch in late March, Willamalane had received substantial community support through donations and coverage through social media.

- **Bike Share**
Eric Adams, Planning & Development Manager, was working with the City of Springfield to schedule Bike Share demonstration for the community to learn more about the program.
- **Vineyards & Violins**
Superintendent Wargo introduced Sarah Judd, Adult Activity Program Manager, to share information about Vineyards & Violins, the Adult Activity Center annual fundraiser which was scheduled for Saturday, April 21, 2018.

D. Upcoming Meetings/Work Sessions/Events

- April 11 - Regular Board Meeting w/ potential Executive Session, 6:30pm, Bob Keefer Center
- April 20 - Twin Rivers Rotary Annual Derby Night, 6:00pm Holiday Inn, Eugene-Springfield
- April 21 - Vineyards and Violins, 5:00pm-8:00pm, Adult Activity Center
- April 23 – Papa’s Pizza Fundraiser, All-day, Papa’s Pizza 4011 Main Street
- April 25 – Strategic Priorities Board Work Session, 6:30pm, Bob Keefer Center
- May 1-31 – “United May” United Way Campaign, event information will be shared soon
- May 9 - Regular Board Meeting, 6:30pm, Bob Keefer Center
- May 23 - First Budget Committee Meeting, 6:30pm, Bob Keefer Center
- May 24 - Second Budget Committee Meeting (if necessary), 6:30pm, Bob Keefer Center
- 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

Vice President Bean adjourned the Board meeting at 8:23 p.m.