

**Board of Directors
Regular Meeting
Wednesday, June 13, 2018, 6:30 p.m.
Bob Keefer Center for Sports and Recreation
250 S. 32nd Street, Springfield, Oregon**

I. CALL TO ORDER

The meeting was called to order by President Ballew at 6:32 p.m.

II. ROLL CALL

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

Board Absent: Director Ross, Director Beyer

Staff Present: Michael Wargo, Eric Adams, Nicole Gibson, Dania Ballard, Brian Millington, Kate Reid, and Jo Schutte, Recording Secretary

Guests: Julie Sonam, Daniel Schewlakow, Lisa Arkin, Ed McMahon.

III. FLAG SALUTE

President Ballew led the group in the flag salute.

IV. ADJUSTMENTS TO THE AGENDA

- a. Election of board officers was added to the agenda, per President Ballew (Item V.a. and V.b.)
- b. The board calendar draft was taken off the consent calendar, per Director James (Item IX.a.ii.)

V. ELECTION OF OFFICERS

a. President

Director James, seconded by President Ballew, moved to elect Vice President Bean to serve as Willamalane Park and Recreation District Board President beginning July 1, 2018 through June 30, 2019. The motion passed unanimously. 3:0: Yes Votes: Director James, President Ballew, Vice President Bean; No Votes: N/A.

b. Vice President

President Ballev, seconded by Vice President Bean, moved to elect Director James to serve as Willamalane Park and Recreation District Board Vice President beginning July 1, 2018 through June 30, 2019. The motion passed unanimously 3:0. Yes Votes: Director James, President Ballev, Vice President Bean; No Votes: N/A.

VI. AUDIENCE PARTICIPATION

a. Julie Sonam – 407 s 4th Street, Springfield

Ms. Sonam appeared before the Board to urge Willamalane to reconsider the use of herbicides in the parks because of the impact she felt it had on the health of humans, animals and the environment. She encouraged the Board to consider using environmental-friendly measures to manage public spaces.

b. Lisa Arkin – 1192 Lawrence Street, Eugene

Ms. Arkin shared her knowledge, opinion and positive impacts on the use of “Beyond Toxics” organic herbicides and hoped that Willamalane would consider moving away from synthetic herbicides. She presented the Board with copies of integrated pest management reports from other communities.

c. Ed McMahon – 1065 River Road, Eugene

Mr. McMahon, Home Builders Association of Lane County Executive Director, appeared before the Board to share his “outrageously positive experience” working with BKC staff during the Home Building & Remodeling Expo on May 18-20, 2018.

VII. PUBLIC HEARING – FY 2019 APPROVED BUDGET/RESOLUTION NO. 17-18-17

President Ballev opened and closed the public hearing. There were no comments made by the public.

Vice President James commented on how well the budget process went and said he liked having program managers involved in the budget committee meeting.

Director James, seconded by Vice President Bean, moved to adopt the FY 2019 Approved Budget with a tax rate of \$2.0074 per thousand of assessed value and a levy for Bonded Debt of \$1,530,289 and make appropriations for a total budget of \$21,823,049. The motion passed unanimously, 3:0. Yes Votes: Vice President Bean, Director James, President Ballev; No Votes: N/A.

VIII. CONSENT CALENDAR

A. Minutes

1. Regular Board Meeting of May 9, 2018
2. Special Meeting – Budget Committee of May 23, 2018

B. Claims

05/01/18 – 05/31/18 Disbursements for Approval
Checks #114168 through #114487

C. Financial Report

07/01/2017 – 04/30/18, FY2018 Monthly Report – FYTD

~~D. FY 2019 Calendar~~

This item was discussed separate from the Consent Calendar per Directors James' request

Vice President Bean, seconded by Director James, moved to approve the Consent Calendar as amended. The motion passed unanimously, 3:0. Yes Votes: Vice President Bean, Director James, President Ballew; No Votes: N/A.

IX. UNFINISHED BUSINESS

A. Items for Discussion

i. New Employee Introductions

Nicole Gibson introduced Tim Rod, Information Services Help Desk Technician.

ii. Board Calendar

Director James shared that it would be beneficial to have a board calendar that communicated clear and specific information for the community on board meeting dates and work sessions. President Ballew and Vice President Bean felt that being too specific or formal would give the board less flexibility in modifying the calendar. Director James suggested looking at other local municipal calendars to see what they were doing and asked that the topic be discussed at a future meeting.

B. Items for Action

i. Worker's Compensation Insurance Renewal

Ms. Gibson reported to the Board that the workers compensation insurance renewal through Special Districts Insurance Services (SDIS) began on July 1, 2018. Referring to the action memo in the board packet, Ms. Gibson went over past history of payroll, premium amounts, experience modification ratings and claim amounts over the past four years. She pointed out that the experience modification rate for FY19 came in at 78, the lowest rate in four years. She noted the lower rate could be attributed to the emphasis Safety and Leadership teams have put on safety throughout the district through incentive programs.

Ms. Gibson said Willamalane's Agent of Record recommended to continue working with SDIS as the policy holder because of their favorable pricing and effective handling of workers compensation claims.

Vice President Bean, seconded by Director James, moved to award the workers compensation insurance policy to Special Districts Insurance Services for the policy period from July 1, 2018 through June 30,

2019. The motion passed unanimously, 3:0. Yes Votes: Vice President Bean, Director James, President Ballen; No Votes: N/A.

ii. Award Bid for Website Design

Kate Reid, Community Engagement Supervisor, reported that a request for proposal for a new district website was sent on May 1, 2018. Eight proposals were received and a website review committee narrowed the pool down to three. Revize had the best proposal based on matrix scoring results. Ms. Reid shared that Revize's five year proposal included website development, design, annual fees, secure intranet for staff communication, a mobile app and a website design refresh in year four. The total contract award would cost \$38,470.

Ms. Reid asked the board to authorize the superintendent to finalize a five year contract with Revize for website design, development and hosting and to approve the overall project budget. Vice President Bean asked Ms. Reid if there was an opt-out clause in the proposal. Ms. Reid said that there was.

Director James, seconded by Vice President Bean, moved to authorize the superintendent to finalize a five year contract with Revize for website design, development and hosting and approve the overall projects budget not to exceed \$16,870 for year one, and \$5,400 for years two through five, totaling \$38,470. The motion passed unanimously, 3:0. Yes Votes: Vice President Bean, Director James, President Ballen; No Votes: N/A.

iii. CIP Approval

Eric Adams shared that the five-year Capital Improvements Program (CIP) budget was approved by the Board at the May 23rd Budget Committee meeting with no requested changes. Referring to the Action Memo in the board packet, Mr. Adams said that line item 67 (WPSC – replace current lap/dive pool pump) would need to be reflected in the FY2019 budget instead of FY2018 as previously presented at the budget committee meeting. He was informed recently by the pump manufacturer that the swim center pump delivery would be delayed. Vice President Bean asked if the swim center could manage without the new pump and Mr. Adams replied yes.

Director James, seconded by Vice President Bean, moved to adopt the Capital Improvements Program budget as amended. The motion passed unanimously, 3:0. Yes Votes: Vice President Bean, Director James, President Ballen; No Votes: N/A.

President Ballew voiced concern about previous financial errors regarding the CIP fund and asked staff how they planned on avoiding future errors. Mr. Adams and Ms. Ballard responded that since those errors happened, there had been a variety of checks and balances put in place to avoid future errors. President Ballew asked staff to send the board details on how staff intend to avoid future errors.

iv. BPA Stewardship Fund and Supplemental Budget – Resolution No. 17-18-18

Referring to the Action Memo in the board packet, Dania Ballard presented Resolution No. 17-18-18 for the purpose of clarifying a transfer of funds that established the Bonneville Power Administration (BPA) Stewardship Fund and supplemental budget. She noted that on December 20, 2017, the Board adopted Resolution No. 17-18-08 for

the BPA Stewardship Fund and supplemental budget, however, the resolution did not state that funds were transferred from the Bond Construction Fund to establish the BPA fund.

Director James, seconded by Vice President Bean, moved to approve Resolution No. 17-18-18 as presented. The motion passed unanimously, 3:0. Yes Votes: Vice President Bean, Director James, President Ballem; No Votes: N/A.

X. 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 (May 2018)

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

Superintendent Wargo reported that Willamalane staff, the City of Springfield and elected officials were working collaboratively with the Bureau of Land Management (BLM) to find an alternative to BLM's plan to harvest 165 acres of land next to the Thurston Hills Natural Area (THNA). Superintendent Wargo asked the board for permission to submit a letter of protest to the BLM that would urge them to avoid clear cutting forest near THNA. The letter would be co-authored by Willamalane and the City of Springfield. Board members Bean, Ballew and James gave their full support.

D. Upcoming Meetings/Work Sessions/Events

- June 13 – United Way/CHIP Forces of Change, 7:30 a.m. to 10:30 a.m., Heron Room
- July 4 – Light of Liberty, 4:00 p.m., Island Park
- July 11 – Board of Director's Meeting, 6:30 p.m., Heron Room
- July 28 – Children's Celebration, 10:00 a.m. to 2:00 p.m., Island Park

XI. EXECUTIVE SESSION

The board voted to go into Executive Session.

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.

XII. WRITTEN COMMUNICATION

None at this meeting.

XIII. REMARKS FROM THE DIRECTORS

None at this meeting.

XIV. MESSAGES AND PAPERS FROM THE PRESIDENT

None at this meeting.

XV. ADJOURNMENT

President Ballew adjourned the Board meeting at 8:20 p.m.

Michael Wargo, Secretary