

Board of Directors
Regular Meeting
Wednesday, September 12, 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 Bean at 6:31 p.m.

II. ROLL CALL

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

Board Absent: Director Ballew

Staff Present: Michael Wargo, Eric Adams, Nicole Gibson, Dania Ballard, Paul Schnoor, Jason Eury, Eleanna Soto, Jared Knighten, Kory Holt, Rajeanna Pancake, Kim Lyddane, and Jo Schutte, Recording Secretary

Guests: Amy Schnoor, Chris Wig, Sean Walker

III. FLAG SALUTE

President Bean led the group in the flag salute.

IV. ADJUSTMENTS TO THE AGENDA

A. The Superintendent's Evaluation and Resolution 18-19-01 Appointment of Secretary was added to IX. UNFINISHED BUSINESS, C. Items for Action, i and ii, respectively.

V. AUDIENCE PARTICIPATION

There were no speakers.

VI. CONSENT CALENDAR

A. Minutes

1. Special Meeting Minutes of August 13, 2018
2. Regular Board Meeting of July 11, 2018

B. Claims

- i. 08/01/18 - 08/31/18 Disbursements for Approval Checks #115115 through #115468

- ii. 07/01/18 – 07/31/18 Disbursements for Approval
Checks #114773 through #115114

C. Financial Report

- i. 07/01/18 – 07/31/18, FY2019 YTD
- ii. 07/01/17 – 06/30/18, FY2018

Director Beyer, seconded by Vice President James, moved to approve the Consent Calendar as presented. The motion passed unanimously, 4:0. Yes Votes: President Bean, Vice President James, Director Beyer, Director Ross; No Votes: N/A.

VII. UNFINISHED BUSINESS

A. Commendation Awards

- i. President Bean and Superintendent Wargo presented commendation awards to four Aquatics employees - Paul Schnoor, Jason Eury, Eleanna Soto and Jared Knighten - for their live saving efforts on August 9th at the WPSC.

B. Items for Discussion

- i. **CIP Budget Update** - Eric Adams, Planning, Parks and Facilities Division Director, and Dania Ballard, Finance Director, updated the board on the Capital Improvements Program (CIP) update stating that corrective measures have been put in place and were being implemented in response to several CIP fund balance errors identified during the FY2017 audit.

Referring to the agenda memo in the board packet, Mr. Adams and Ms. Ballard discussed specific corrective measures that were put in place and included implementing new project budget account codes unique to each CIP project, implementing new approval rules within the accounting software, and quarterly reviews of project budget balances with the finance director and CIP project managers.

- ii. **4th Quarter Financial Summary** - Dania Ballard updated the Board on the 4th Quarter Financial Report. Referring to the agenda memo and supporting documentation in the board packet, she reported the following:
 - Current taxes collected were \$9,323,093 compared to \$8,932,758 in 2017 and previously levied taxes were \$193,037 compared to \$219,763 in FY17.
 - Administrative Services Division subsidy went up due to increased legal and contractual services compared to FY17, however, the budget came in on target with a \$36,000 subsidy.
 - Compared to FY17, Aquatics revenues for FY18 increased by \$59,736, with expenses increasing by \$88,798.

- Other Non-Aquatic Recreation Departments revenues increased due to sponsorships, youth recreation, early childhood, adult activity, special events and 1Pass programming. Expenses also increased due to the addition of the Community Engagement Department.
- Planning, Parks and Facilities division revenues went up by \$46,812 and expenses went down by \$171,702 compared to FY17. The increased revenues were due to a BLM grant.

In summary, Ms. Ballard said that the organization was operating above projections for the five year plan.

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

President Bean commended Superintendent Wargo for his guidance and leadership in working with the Aquatics staff to improve revenues for that department.

C. Items for Action

- i. **Vehicle Purchase** – Kim Lyddane, Special Event and Outside Recreation Program Director, on behalf of the Vehicle Replacement Committee, presented a proposal to purchase three vehicles. Referring to the Action Memo and supporting documentation in the board packet, Ms. Lyddane asked for board approval to purchase of the following:

- A Ford F-250 truck to replace a 2000 Chevrolet 3500 box truck for Park Services. \$38,702.64.
- 14 passenger van to support the senior trip and Two50 programs. The van would replace a 1999 Chevrolet van and would provide a more comfortable ride for patrons. \$65,472.
- \$7,000 toward the purchase of a new 14 passenger bus with a lift to help offset a 10% match from Lane Transit District that was approved last year. The bus would replace a retired 1998 Ford van.

Vice President James, seconded by Director Ross, moved to authorize the Superintendent to proceed with the purchase of three vehicles. The motion passed unanimously, 4:0. Yes Votes: President Bean, Vice President James, Director Beyer, Director Ross; No Votes: N/A.

President Bean asked that staff send a thank you letter to LTD on behalf of the board of directors thanking them for the vehicle match funds.

VIII. EXECUTIVE SESSION

President Bean called the executive session to order at 7:15 p.m. and read the purpose of the session:

Per ORS 192.660 section (2) subsection (i), there was an executive session to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

President Bean, closed the executive session at 7:47 p.m.

VII. UNFINISHED BUSINESS – Continued, C. Items for Action

ii. Approval of the Superintendent’s Evaluation

Director Beyer, seconded by Director Ross moved to approve Superintendent Wargo’s evaluation as written and submitted. The motion passed unanimously, 4:0. Yes Votes: President Bean, Vice President James, Director Beyer, Director Ross; No Votes: N/A.

iii. Resolution 18-19-01 Appointments

Vice President James, seconded by President Bean, moved to appoint Michael Wargo as Willamalane Park and Recreation Secretary, Nicole Gibson as the Secretary Pro Tempore, Denise Bean as the President, and Greg James as the Vice-President for the FY2019 fiscal year. The motion passed unanimously, 4:0. Yes Votes: President Bean, Vice President James, Director Beyer, Director Ross; No Votes: N/A.

X. REGULAR BOARD MEETING

A. Business from Legal Counsel

Dwight Purdy, Willamalane legal counsel, shared information regarding the request from the City of Springfield to support low-income rental housing property tax exemption. In June, the City Council reinstated the Low-Income Rental Housing Property Tax Exemption program to help incentive the new construction of needed affordable housing for low-income renters in our community. The Council asked each taxing districts in city limits to support this program, and allow the exemption to also apply to their tax levy.

After discussion, board members felt they needed more information. Superintendent Wargo said he would bring the topic to the TEAM Springfield meeting scheduled for September 19, 2018 to gauge how other community partners felt about the tax exemption. President Bean proposed to table the conversation until more information was gathered.

B. Standing and Special Committee Reports

None for this meeting.

C. Superintendent's Business

i. Superintendent's Reports (July & August 2018)

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

- A board retreat has been scheduled for Saturday, November 10th. Michael said he would put together a draft agenda. The retreat would be offsite and a location was still to be determined.
- George Dorris, the last living descendant of George Dorris of Dorris Ranch will be coming to Eugene/Springfield for a visit with his partner. Staff is currently planning a welcoming event at Dorris Ranch. More information to come.

XII. WRITTEN COMMUNICATION

None at this meeting.

XIII. REMARKS FROM THE DIRECTORS

There were none.

XIV. MESSAGES AND PAPERS FROM THE PRESIDENT

There were none.

XV. ADJOURNMENT

President Bean adjourned the Board meeting at 7:57 p.m.