



Minutes

**Board of Directors
Regular Meeting
Wednesday, January 10, 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

V. AUDIENCE PARTICIPATION

There was no one wishing to speak.

VI. CONSENT CALENDAR

Vincent Martorello noted that the dates related to Claims should be corrected to read:
11/01/2017–12/21/2017.

A. Minutes

Regular Board Meeting of December 20, 2017

B. Claims

11/01/2017 – 11/30/2017 Disbursements for Approval
Checks #112724 through #113001

C. Financial Report

07/01/2017 – 11/30/2017 FY201 Monthly Report – FYTD

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

Director James, seconded by Director Ross, moved to approve the Consent Calendar as amended. The motion passed unanimously, 4:0

VII. UNFINISHED BUSINESS

A. Items for Discussion

i. Audit Report

Pauly Rogers and Co. PC presented the Management Letter and Communication to the Governing Body for the Year Ended June 30, 2017. Both documents were distributed at the meeting. They reported that the financial audit was clean, with no material misstatements, and there were no exceptions or issues related to standards that required comment. The Management Letter identified several best practices that could be considered to strengthen internal controls. The management team and Board of Directors were commended for their stewardship and positive audit reports. Superintendent Vincent Martorello recognized Finance staff for their assistance during the audit process. Finance Director Dania Ballard distributed a replacement page 2 that listed directors serving during the audit period.

ii. Five Year Plan Update

Ms. Ballard presented the Five Year Plan, including a replacement page. She explained the plan would typically be presented in December, but had been delayed by the audit process. She said revenue in the prior year was greater than anticipated and affected the forecast moving forward. She reviewed the assumptions and projections on which the plan was based. She said staff was actively pursuing cost control measures.

Director James observed it was always challenging to predict the financial future and appreciated the efforts of staff to maintain the Board's goals. He noted the Bob Keefer Center building would be paid for in 2022.

In response to a question from President Ballew, Human Resource Director Nicole Gibson explained what data sources had been used to project cost of living increases, including data from the Portland Metro area. Director Bean encouraged staff to obtain more data from rural areas.

Mr. Martorello noted that several large businesses would be coming back on the tax rolls and that was included in financial assumptions.

B. Items for Action

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

Mr. Martorello provided a synopsis of the policy. He said Willamalane had not previously had a policy, but it became clear during the summer that some attire was not appropriate for the office or consistent with the organization's image or values.

Directors expressed support for the policy and discussed the challenges of implementation and the importance of citing Willamalane's branding standards with respect to logos.

Director Bean, seconded by Director James, moved to approve Resolution #17-18-05. The motion passed unanimously 4:0.

VIII. EXECUTIVE SESSION

There was no Executive Session.

IX. REGULAR BOARD MEETING—Continued

A. Business from Legal Counsel

None for this meeting.

B. Standing and Special Committee Reports

There were no comments or questions.

C. Superintendent's Business

i. Superintendent's Reports (December 2017)

There were no questions.

ii. Staff Updates

a. United Front – January 16-18, 2018, Washington D.C.

Mr. Martorello reported he and Deputy Superintendent Michael Wargo would be traveling to Washington D.C. with Lane County's United Front delegation to discuss Willamalane's priorities.

b. CIP Update—remaining project sequencing

Planning and Development Manager Eric Adams distributed an updated status list of FY 2018 CIP Phase 2 projects and briefly reviewed each of the nine projects. He said some contracts would be coming to the Board for authorization to award contracts, including Island Park, Weyerhaeuser-McKenzie Parking Lot, Dorris Ranch and Kelly Field.

Director Bean hoped that a lane of asphalt could be put down the middle of the Thurston Hills Haul Road to make it more usable while the project was on hold.

Director James pointed out that status update stated a Request for Proposals (RFP) would be issued for project; the term should be Invitation to Bid or Request (ITB) for Quotation (RFQ).

Director Ballew cautioned that construction activities should not be under way in Island Park during festivals in the month of March.

Director James asked for a report on the balance of the bond funds.

iii. Upcoming Meetings/Work Sessions/Events

- January 19 - Lunch and Learn: Riverside Chamber Symphony, noon-2:00 p.m.
- February 3 - Thurston Hills Natural Area, Opening Ceremony, 10:00 a.m.
- February 9-11 - SDAO, Seaside, Oregon
- February 13 - Regular Board Meeting
- February 21 - Board Brown Bag Lunch with Staff
- February 28 - Board Work Session

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 meeting at 7:15 p.m.



Vincent Martorello, Secretary

(Recorded by Lynn Taylor, LCOG)