

Board of Directors
Regular Meeting
Wednesday, November 14, 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 6:30 p.m.

II. ROLL CALL

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

Board Absent: N/A

Staff Present: Michael Wargo, Eric Adams, Nicole Gibson, Dania Ballard, Kendall Reid, Kenny Weigandt, Jen Holland and Jo Schutte, Recording Secretary

Guests: Dwight Purdy, Thorp Purdy Jewett Urness & Wilkinson, PC, Julie Sonam, Liz Butterfield, Erin Fifield, Krystal Abrams

III. FLAG SALUTE

President Bean led the group in the flag salute.

IV. ADJUSTMENTS TO THE AGENDA

There was none.

V. AUDIENCE PARTICIPATION

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

Ms. Sonam appeared before the Board to discuss the importance of using environmental-friendly measures in place of toxic herbicides and pesticide to manage parks and public spaces. Ms. Sonam provided a letter she wrote to the Board in which she expressed concerns about the process and timeline and advocated for the use non-toxic management to begin sooner than later. Additionally, Ms. Sonam expressed gratitude that Willamalane staff were

exploring the non-toxic management of parks and public spaces and appreciated the open dialogue.

B. Crystal Abrams - 401 E 32nd Ave, Eugene

Ms. Abrams thanked the Board and Willamalane for offering wonderful parks in the Springfield community. She expressed that people who visit area parks should feel safe and protected against pollutants and toxic chemicals. She noted that she worked with Beyond Toxins and will do whatever it takes to work with Willamalane to make parks and open spaces safe for the community.

VI. CONSENT CALENDAR

A. Minutes

- i. Regular Board Meeting of October 10, 2018

B. Claims

- i. 10/01/18 - 10/31/18 Disbursements for Approval
Checks #115736 through #116125

C. Financial Report

- i. 07/01/18 – 09/30/18, FY2019 YTD

Director Beyer, seconded by Vice President Beyer, moved to approve the Consent Calendar as presented. The motion passed unanimously, 5:0.

VII. UNFINISHED BUSINESS

A. Items for Discussion

i. New Employee Introduction

Superintendent Wargo introduced Kendall Reid, the newly hired Recreation Services Division Director.

ii. Low Income Rental Housing Property Tax Exemption Update

Erin Fifield and Liz Butterfield from the City of Springfield gave a presentation on the low income rental housing property tax exemption, a Springfield City Council initiative. Due to the housing shortage, the Council asked Willamalane Board of Directors to support a program that would allow a low-income rental housing property tax exemption to apply to Willamalane's tax levy. The program would provide an exemption for the development of new rental housing only.

Before voting on the issue, the Board asked Ms. Fifield and Ms. Butterfield to respond to a variety of questions concerning the tax exemption. Ms. Fifield said that she would get the answers and email them to the Board in the next few days. The item will be put on the December board agenda for final vote.

iii. 1st Quarter Financial Summary

Dania Ballard, Finance Director, updated the Board on the 1st Quarter Financial Report. Referring to the agenda memo and supporting documentation in the board packet, she reported the following:

- Current taxes collected for FY18 were significantly greater at \$270,141 compared to \$74,741 in 2017 due to an appeal settlement by Comcast for back taxes.
- Administrative Services Division subsidy went down with 22.98% in FY19 compared to 24% in FY18.
- Aquatics revenues for FY19 increased by \$2,503 compared to first quarter revenues in FY18. Expenses also increased by \$22,813 mostly due to personnel services.
- Other Non-Aquatic Recreation Departments revenues increased by \$70,311 due to 1Pass programming.
- Planning, Parks and Facilities division revenues went up by \$19,412 due to timber harvest sales. The funds would be used to offset contractor expenses for work performed at Thurston Hills.

Overall, Ms. Ballard said the organization was operating consistent to budget expectations.

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

iv. New Willamalane Website Update

Kenny Weigandt, Community Engagement Supervisor, introduced the board to the new Willamalane website. Referring to a PowerPoint presentation, Mr. Weigandt reviewed the goals for the redesign which included: Get web users to desired web destinations in the fewest possible clicks; Increase online registration; showcase priority initiatives for the district; serve as a content hub and destination for all Willamalane marketing efforts; and improve functionality for mobile users. The redesign was slated to be completed in early 2019.

v. Mixed Martial Arts Update

Jennifer Holland, Bob Keefer Center (BKC) Program Manager, gave an update on the mixed martial arts events held at the BKC. She reported that there have been three events in 2018 with a total attendance for all three events at 2,250 people. She stated that the burden on Willamalane was very minimal and there have been no incidents, complaints or revenue lost to do the events.

vi. 1st Quarter Illegal Camping Activity Report

Eric Adams briefed the Board on illegal camping activities in the parks and open spaces. He said the District absorbs a significant amount of staff resources each month to clean up and make repairs due to illegal camping activities. In July-September, staff responded to a total of 48 camps which required 97 hours of staff labor to address the issues. Eric

added that quarterly report would be presented to the Board going forward to ensure that the Board remained aware of efforts needed to address illegal camping.

B. Items for Action

i. Revised Five Year Capital Improvements Program (FY19-FY23)

Eric Adams, presented proposed adjustment to funding allocations for the Building & Construction Fund. The proposed adjustments totaled \$120,000 in fiscal years 2019 and 2020 and included the following allocations:

- Park Services Center Roof - \$30,000 proposed for FY21
- Adult Activity Center Condition Assessment - \$30,000 for FY21
- Adult Activity Center Upgrades - \$200,000 for FY22
- Adult Activity Center Santiam Room Upgrades - \$32,713 for FY22
- Douglas Gardens Drainage Improvements - \$62,250 for FY23
- Island Park "B" Street Parking Lot Seal Coating - \$27,350 for FY21
- Adult Activity Center/Water Street Planting and Irrigation Improvements - None
- Retrofit Existing KIM Fixtures to LED - \$20,000 in FY23

Additionally, the Board was asked to approve a new allocation of \$102,000 for reimbursement to the City of Springfield for costs incurred for constructions of the Mill Race Path Booth-Kelly Trailhead through an intergovernmental agreement.

Vice President James, seconded by Director Ballew, moved to adopt the amended FY2019-2023 Capital Improvement Program as presented and to approve the allocations to the City of Springfield contingent upon the outcome of the Public Hearing. The motion passed unanimously, 5:0.

VIII. Public Hearing

A. Supplemental Budget Update

Dania Ballard, presented a resolution to request funding for the following:

- \$82,000 from the System Development Charges, and \$102,000 from the Building and Construction fund for the City of Springfield reimbursement of the Mill Race Path and Booth-Kelly Trailhead construction
- \$25,000 from the General Fund for the office space reconfiguration
- \$15,000 from the General Fund for the Workplace Environment Facilitator

B. Public Hearing

President Bean opened the public hearing at 7:55 p.m. There was no public comment, so President Bean closed the public hearing.

Vice President James, seconded by Director Beyer, moved to approve resolution 18-19-02 to make transfers of appropriations, adopt the supplemental budget for fiscal year 2018-2019 and make appropriations. The motion passed unanimously, 5:0.

IX. Executive Session

The Executive Session per ORS 192.660 (2)(d) was cancelled because it was not needed.

X. REGULAR BOARD MEETING

A. Business from Legal Counsel

There was none.

B. Standing and Special Committee Reports

President Bean reported that the board members discussed standing and special committees at the Board Retreat on November 10th. Director James would continue to serve as the Willamalane representative for Lane Council of Governments and Director Ballew would continue to serve on the Willamalane Park Foundation Board.

Additionally, Director Bean said that board retreat discussions included how they would like monthly meetings documented. Currently, Willamalane records the meetings digitally and submits written minutes, even though one form of documentation is required per Oregon Revised Statutes. It was determined that the Board would continue to have meetings recorded digitally and have written minutes that include a summary of events instead of a detailed account of the proceedings.

C. Superintendent's Business

i. Superintendent's Reports (October 2018)

There were no questions regarding the report included in the agenda packet. Superintendent Wargo asked the board members if they would be available for a December meeting due to the holiday season. Several members said they would not be available on December 12th. Superintendent Wargo said that he would check in with members individually to check in about rescheduling the meeting.

XII. WRITTEN COMMUNICATION

There was none.

XIII. REMARKS FROM THE DIRECTORS

Vice President James reported that Lane Council of Government (LCOG) fees were being revised and to expect an increase in the future. Higher fees would be attributed to increased costs for the Regional Land Information Database (RLID).

XIV. MESSAGES AND PAPERS FROM THE PRESIDENT

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There was none.

XV. ADJOURNMENT

President Bean adjourned the Board meeting at 8:07 p.m.

Michael Wargo, Secretary