

**Minutes of the REGULAR MEETING of the Board of Directors
RIVER ROAD PARK and RECREATION DISTRICT
1400 Lake Drive, Eugene OR., 97404**

MEETING DATE: Wednesday, July 20, 2022

BOARD PRESENT:

Dennis Durfee, Sharon Purdy, Jim Wienecke, Curt Kendall, Steve Norris

STAFF:

Bob Houston, Vickie Bird, Cindy Wade, Katrina Setzer, Steve Camerer, Renee Duncan

PUBLIC:

Cathy McGrath

CALL TO ORDER:

The regular meeting of River Road Park and Recreation District's Board of Directors was called to order by Board Chairman, Jim Wienecke, at 6:05pm.

ITEM 1 APPROVAL OF THE AGENDA

Motion to approve the agenda made by Curt Kendall, seconded by Dennis Durfee, motion carried.

ITEM 2 CITIZENS COMMENTS

Cathy McGrath presented information on the Plastics Collection event that will happen at the park on October 2, 2022.

ITEM 3 PRESENTATIONS

3A. Presentations

Bob introduced Cindy Wade as our now Office Supervisor who will be taking Vickie Bird's place when she retires in September.

3B. Superintendent's Report:

Bob reported the current balance in the treasury at \$1,809,663 for July 2022 with comparatives for the last five years. The year-end General Fund report for June 2022 was reviewed. Kathy Marciniak is still working on the year end General Fund Report, so it was unable to be reviewed. Isler CPA is taking over our general accounting and bookkeeping services beginning July 1, 2022.

Bob also reported on the deceased person that was found in the park on Monday, July 18, 2022. A deceased homeless man in the park was discovered by a staff member in the grass area by the Skate Park closest to School District fencing. We thought the gentleman was passed out and after further evaluation and calling Medics it was discovered that he was deceased. Eugene-Springfield Fire was onsite and monitoring the area and individual until the medical examiner arrived. A question was asked about whether we needed to have training regarding fentanyl overdoses and whether we should have Narcan onsite. Bob is going to contact SDAO about this issue.

We will be having De-escalation training on August 4th presented by Bill from Cross Island Consulting. Board members are welcome to attend.

We have received an \$85,000 grant from OCF and \$200,000 in grants for camps from 4J and Bethel school districts.

Department updates: Renee Duncan, Aquatics Director, reported on pool happenings. Our Sunday Splash Pad rentals are full for the summer. We have been averaging 35 persons per 1 hour session for our splash pad swims, 98 patrons for the recreation swims. Our swim lessons have been maxed out at 306 kids. We have generated \$13,000 in revenue. There are five new guards and the whole crew has been doing an excellent job. There was a surprise audit by Star Guard on July 11, and we received 3 out of 5 stars which is still excellent. There are 14 kids currently on swim team. The annual pool closure is Aug. 27-Sept. 18. Sharon Purdy asked about certifications and Renee said she has one more to go. Katrina Setzer, Communications/55+/Travel Supervisor, reported on the concerts this summer. Our Thursday night concerts have had an excellent turnout. We have Satin Love Orchestra coming up on July 31st and Sugar Beets on Labor Day, September 5th. She also reported that our 55+ Day Trips have been full with 45 people on the waitlist. She will be taking a group on an extended trip to Scotland/Ireland in September 2022. There are also plans for San Antonio, Western Canada, Italy, and the possibility of a trip to Croatia on a private yacht in a couple years.

Steve Camerer, Maintenance Director, noted that the parking lots will be re-stripped soon. The Annex parking lot has expensive drainage issues and we have applied for a grand through LCOG for possible replacement. There are plans to paint all the buildings. We have applied for funding from Lane County to replace the HVAC system at the gym is a priority with room 2 & 3 taking second priority.

ITEM 4 CONSENT AGENDA

4A. Approval of the Consent Agenda to ratify June 2022, minutes, and expenditures. Motion to approve made by Steve Norris, second by Sharon Purdy, motion carried.

ITEM 5 UNFINISHED BUSINESS

5A. **Follow up discussion from June 15th Board meeting: Board email options:** Bob explained that individual District email accounts could be set up for each Board member and accessed remotely from the Board Member's personal home computer. Emails sent to Board members could be forwarded to each email account with a choice to respond as they choose. Should it be a Board decision or Jim Wienecke decision? Sharon Purdy, Curt Kendall, and Dennis Durfee prefer for it to remain status quo. Dennis Durfee moved that it remain status quo and Steve Norris seconded. Motion passes.

5B. **Follow up discussion, Superintendent Evaluation:** Steve Norris Recommended that we adopt Section 2 from the Willamalane Board of Directors Policies, Ground Rules, and Job Descriptions Manual regarding the performance appraisal process of the Superintendent. It states that the appraisal is to be done quarterly with a rotating schedule of two board members with them meeting with the four department heads to discuss the Superintendent's performance. Results are to be discussed during future Board meetings during an Executive Session. Vickie Bird recommended that the evaluation process be done every six months instead of quarterly with specific questions asked. Renee Duncan, Steve Camerer, and Katrina Setzer all agreed that every six months would be appropriate and less time consuming. Curt Kendall motioned to pass the bi-annual evaluation and Sharon Purdy seconded. Motion carried. A motion was made for Board members to meet with Bob Houston and Isler monthly. Motion to approve by Dennis Durfee and Steve Norris seconded. Motion passed.

ITEM 6 NEW BUSINESS

6A. Election of Officers

Chair – Jim Wienecke was nominated. Curt Kendall motioned to approve; Sharon Purdy seconded. Motion carried.

Vice-Chair – Dennis Durfee was nominated. Curt Kendall motioned to approve; Sharon Purdy seconded. Motion carried.

ITEM 7 BOARD COMMENTS

None

Meeting adjourned at 7:05 pm to move into Executive Session.

Executive Session called to order at 7:06 pm

ITEM 8 Executive Session Subject(s): ORS192.660(2)(h)

The Board directed Bob Houston to see a legal opinion from Special Districts regarding MOST status.

Executive Session ended at 7:50 pm

ITEM 9 DATE FOR NEXT BOARD MEETING

September 21, 2022, at 6pm.

ITEM 10 ADJOURNMENT

The meeting was adjourned at 7:53pm by Chairman Wienecke

MINUTES APPROVED ON _____, 2022.

Board Chairman Wienecke

Recorded by Cindy Wade