

**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, MARCH 16, 2022

BOARD PRESENT: Dennis Durfee, Sharon Purdy, Jim Wienecke, Curt Kendall, Steve Norris
STAFF: Bob Houston, Vickie Bird, Bryan Kelchlin
PUBLIC: None

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 6pm.

ITEM 1 APPROVAL OF THE AGENDA

Motion to approve the AGENDA made by Dennis Durfee, second by Curt Kendall, motion carried.

ITEM 2 CITIZENS COMMENTS

None

ITEM 3 PRESENTATIONS

3A. Bryan Kelchlin, District maintenance specialist, reported passing the Oregon Commercial Pesticide Applicator testing and is now licensed to apply applications to District properties. Bryan's takeaway from the process was learning that a successful pest management program includes the ability to properly identify, monitor and evaluate control methods based on the level of need while protecting the public and the environment from any adverse effects. Congratulations, Bryan.

3B. **Superintendent's Report** - Bob reported the treasury balance for March, 2022 at \$2,137,733 compared to \$1,664,027.08 for March, 2021. The General Fund Report for February, 2022, was reviewed and continues to show a steady increase in revenue. Swim lesson revenue has improved with additional class offerings; camp registration has been robust bringing in \$50,000 in the first two weeks of registration. Bob also reported the increase to the District's health insurance renewal for FY 2022-23 will be 4.9%, a moderate increase from 9.40% FY 2021-22.

ITEM 4 CONSENT AGENDA

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

ITEM 5 UNFINISHED BUSINESS

5A. Superintendent's Evaluation Process – A formal evaluation process was researched by Director's Durfee and Norris. The Board would like to adopt a performance appraisal by using the Superintendent's job description as a template. A sub-committee comprised of two Board members would submit a questionnaire to four department directors and formulate their evaluation from verbal and/or written appraisals. A self-evaluation by the Superintendent would also be a part of the process. No final decision was made on the process and further discussion will be tabled until the April 20, 2022, Board meeting.

ITEM 6 NEW BUSINESS

6A. Approval of the 2022-2023 Budget Calendar. Nominees for the budget Committee. Returning members: Michael Lambros, Matt Dinsmore, Jessica Siminski, Ron Trebon. New member: Kelly Stroh. Motion to approve made by Curt Kendall, second made by Sharon Purdy, motion carried.

6B. Proposed Sign purchase(s) – Discussion and review of quotes, design and implementation of two new digital signs in consideration for purchase in the FY 2021-22 budget cycle. Bob explained the new signs would be used as a powerful advertising tool for the District by connecting to our community through cutting edge digital imagery.

1. The monument style sign would replace the aging metal/plastic sign located at the main entry to the park as well as the addition of a new digital reader board sign mounted on the east facing wall of the main building. ESSA sign and Awning company has partnered with Daktronics Inc., to fabricate and install both signs.
2. The signs will present new revenue opportunities for the District through advertising, notifications, photo/video messaging, etc. Sharon Purdy inquired about funding for the project. Superintendent Houston explained revenue from several surplus line items in the general fund would pay for both proposals without adversely affecting the current budget year. Steve Norris asked about the impact of artificial ambient light on neighboring residences. Bob explained that each sign has a timing mechanism that can be programed using time constraints thereby eliminating any lighting issues.

Motion for approval to allocate up to \$25,000 of general fund monies for the purchase of a digital monument sign for the main park entry in FY 2021-22. Motion to approve made by Dennis Durfee, second by Curt Kendall, motion carried.

Motion for approval to allocate up to \$25,000 of general fund monies for the purchase of a digital reader board sign displayed on the main building in FY 2021-22. Motion to approve made by Sharon Purdy, second by Steve Norris, motion carried.

ITEM 7 BOARD COMMENTS

None

ITEM 8 DATE FOR NEXT BOARD MEETING

Wednesday, April 20, 2022, at 6 pm.

ITEM 9 ADJOURNMENT

Time: 7:15 pm.

Recorded by Vickie Bird

