Board of Directors Meeting
Heron Room at Bob Keefer Center
Wednesday, December 11, 2019
6:00 p.m.   250 S 32nd Street
Springfield, OR 97478

Agenda

I.	Call to Order	President James

II.	Roll Call	Superintendent Wargo

III.	Flag Salute	

IV.	Adjustments to the Agenda	Superintendent Wargo or President James

V.	Audience Participation

VI.	Consent Calendar - Action

    A. Approval of Minutes
    B. Approval of Claims
    C. Approval of Financial Report

VII.	Business Updates & Discussion

    A. Employee of the Month
    B. New Employee Introduction

VIII.	Board Action Items

    A. Dorris Ranch Master Plan   Eric Adams/Kristina Boe
    B. Financial Management Software Contract   Paula Davis
    C. Willamalane Health Savings Account   Teri Gutierrez
    D. General Liability SDIS Renewal   Teri Gutierrez
    E. Human Resources Policies   Teri Gutierrez
        1. Anti-Harassment
        2. Meal & Rest Periods
    F. IT Network Replacement Contract   Chuck Dinsfriend
    G. Rental Policy   Tracy Kribs

IX.	Other Business Updates & Reports

A. Board President
B. Superintendent
C. Board of Director's
D. Legal Counsel
E. Standing & Special Commitees

X.   Upcoming Events/Meetings/Work Sessions

XI.   Adjounment

Board of Directors Regular Meeting Minutes
Heron Room, Bob Keefer Center
250 S. 32nd Street, Springfield
Wednesday, November 13, 2019

I.   Call to Order
President James called the November Regular Board meeting to order at 6:00 p.m.

II.   Roll Call
Roll Call was led by Superintendent Wargo:

Board Members: President Greg James, Vice President Denise Bean, Director Chris Wig. Director's Renee Jones and Lee Beyer were absent.

Staff: Michael Wargo, Eric Adams, Kendall Reid, Paula Davis, Ryan Taxara, Erin Rice, David Kieffer, Chuck Dinsfriend, and Jo Schutte (minutes recorder).

Guests: Quentin Hogan

III. Flag Salute
President James led the group in the flag salute.

IV.   Adjustments to the Agenda
None

V.   Audience Participation
None

VI.   Consent Agenda
    a. Approval of Minutes
    b. Approval of Claims
    c. Approval of Budget

Vice President Bean, seconded by Director Wig, moved to approve the consent agenda as presented. The motion passed unanimously 3:0.

VII. Business: Reports, Updates & Discussion
    a. New Employee Introductions

1. Superintendent Wargo introduced Mert Mansur, who was recently promoted to Aquatics Facilities and Operations Manager. Mert has been with the District in a variety of positions since 1999.

2. Superintendent Wargo introduced David Kieffer, who was recently promoted to Recreation Programming Manager.

b. **Employee of the Month**
Superintendent Wargo announced Erin Rice, Purchasing Clerk, as the Employee of the Month for November 2019. Ryan Taxara, Ms. Rice's supervisor, said that Erin has been at Willamalane for 11 years and complemented her on her many accomplishments, including her recent role as the AFSCME union president.

c. **Cyclocross Event Report**
Eric Adams, Planning, Parks and Facilities Director, referred to the Cyclocross Race report included in the board packet which was requested by the Board at the October 9th meeting. The report included background information on the event, and specific information on public comment and correspondence both negative and positive.

Both President James and Vice President Bean said they were impressed with, and appreciated, the thoroughness of Eric's report which helped board members understate the issues better. President James also stated that Willamalane would continue to work to create positive relationships with the Whilamut Citizen's Planning Committee (CPC).

Director Wig, a member of the Whilamut CPC, said he would take an active role in the problem solving process in order to move forward positively with CPC committee members.

Director Wig mentioned he, Michael and Eric met with two concerned citizens who live in the Heron Park neighborhood to help address some of their concerns regarding the Cyclocross event. He reported that staff validated their concerns, and reiterated Willamalane's mission and how it was relevant to the Cyclocross event.

d. **FY2020 1st Quarter Financial Report**
Paula Davis, Business Operations Director, presented the 1st Quarter Financial Report update. Her report, which was also included in the board packet, detailed information on the general fund, general revenue, and specific information on subsidy and expenditures for Recreation Services, Parks, Planning and Facilities, and Administrative Services divisions. In summary, Paula said the organization was operating consistent to budget expectations.

VIII. **Executive Session – ORS 192.660 (2)(e)**

Director Wig, seconded by Vice President Bean, moved to enter into executive session per ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

IX. **Business: Action Items**

a. **Memorial Building – Surplus Property**
   Eric Adams presented a resolution to authorize the sale of the Memorial building located at 765 A Street, Springfield. He stated the building and associated property was no longer needed for public use and would be declared as surplus property.

Director Wig, seconded by Vice President Bean, moved to adopt resolution 19-20-03 to authorize the sale of real property (Memorial Building) and declare it as surplus property. The motion passed unanimously, 3:0

b. **Annual SDC Cost Index Adjustment**
   Eric Adams presented resolution 19-20-02 and information on annual system development charges (SDC) cost index rate adjustments for the forthcoming year. Consultants from FCS Group analyzed the data and calculated the proposed rates for dwelling unit types for 2020.

Vice President Bean, seconded by Director Wig, moved to adopt resolution 19-20-02 to adopt the System Development Charges represented in the resolution, effective January 1, 2020. The motion passed unanimously, 3:0

Director Wig suggested holding a work session next year to discuss SDC adjustments and to look at other contemporary methods to determine rates, as the current methods used were over 13 years old

X. **Other Business**
   a. **Board President**
      President James reported he and Superintendent Wargo attended weekly meetings on development of the Springfield Indoor Track in Glenwood. He added that at some point, the Board would need to discuss whether or not Willamalane could run the facility. Superintendent Wargo said that a feasibility study was in process.

   b. **Board Member:**
      Standing & Special Committees:

      Wildish Theater: Vice President Bean said she was excited to be a part of the Wildish Theater Board and would attend a meeting scheduled for next week.

      Whilamut CPC: Director Wig reiterated that he would work with staff and the CPC committee to move forward in a positive manner after the Cyclocross issue. Additionally, Director Wig added that he would like the board to consider creating a district-wide resolution declaring that Willamalane supports inclusion and non-discrimination.

   c. **Legal Counsel-none**
      None

   d. **Superintendent's Report**
      Superintendent Wargo highlighted the following from the Superintendent's report included in the board packet:

- Equestrian Ad Hoc Committee: The first meeting took place on Monday, 11/2. The meeting was went well and monthly meetings would be schedule to keep with the positive momentum.

- Haunted Hayride: A very successful event. Over 700 additional people attended the event compared to last year and no one was turned away. The event was extended by a day and event hours were increased as well.

- 75th Anniversary: Kenny Weigandt, Community Engagement Manger, provided at thorough report which was included in the board packet.

XI. **Upcoming Events/Meetings/Work Sessions**

Superintendent Wargo highlighted the following:

- Board Work Session: 11/20/19 at 6:00p.m. Presentation on workplace culture and moral.
- Turkey stuffer 5k: 11/28/19 at SPLASH!
- Mayor's Gala: 11/15/19 at 5:30p.m. at Springfield Elks Club

XII. **Adjournment**
President James adjourned the November regular board meeting at 7:00 p.m.

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   1

Karenv

This report also includes bank accounts that only have balances.

Bank Account: Bank Acc. Posting Group: AP, Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
AP		**Umpqua AP Checking Account**								
	Phone No.	541-726-3888								
10/02/19 To	119220	Adventure Children's Muse	11,950.39	11,950.39	0.00	Posted		Vendo	ADVENTUR	262405
10/02/19 To	119221	Emerald Lanes	40,898.20	40,898.20	0.00	Posted		Vendo	EMERALDLA	262406
10/02/19 To	119222	Eugene Science Center	6,132.80	6,132.80	0.00	Posted		Vendo	EUGENESCI	262407
10/02/19 To	119223	Get Air	61,250.98	61,250.98	0.00	Posted		Vendo	GETAIR	262408
10/02/19 To	119224	River Road Park & Rec	4,612.74	4,612.74	0.00	Posted		Vendo	RIVERROAD	262409
10/02/19 To	119225	The Laurelwood Golf Cour	5,600.43	5,600.43	0.00	Posted		Vendo	5LAURELW	262410
10/03/19 To	119226	JODI ANDERSEN	110.32	110.32	0.00	Posted		Vendo	ANDERSENJ	262412
10/03/19 To	119227	Kerry Jack	139.20	139.20	0.00	Posted		Vendo	JACKK	262413
10/03/19 To	119228	Spenser Lind	107.88	107.88	0.00	Posted		Vendo	LINDS	262414
10/03/19 To	119229	Jennifer Marsh	36.54	36.54	0.00	Posted		Vendo	MARSHJ	262415
10/03/19 To	119230	Kayla Miller	17.63	17.63	0.00	Posted		Vendo	MILLERK	262416
10/03/19 To	119231	Melissa Taxara	111.36	111.36	0.00	Posted		Vendo	TAXARAM	262417
10/03/19 To	119232	Michael Villavicencio	25.40	25.40	0.00	Posted		Vendo	VILLAVICEN	262418
10/03/19 To	119233	Victoria Fedderson	30.00	30.00	0.00	Posted		Vendo	2FEDDERSO	262419
10/03/19 To	119234	Wanda Seamster	72.00	72.00	0.00	Posted		Vendo	2SEAMSTER	262420
10/03/19 To	119235	Airgas USA LLC	1,646.57	1,646.57	0.00	Posted		Vendo	AIRGASUSA	262421
10/03/19 To	119236	ALTA Language Services I	66.00	66.00	0.00	Posted		Vendo	ALTALANGU	262422
10/03/19 To	119237	Armitage Nursery	428.00	428.00	0.00	Posted		Vendo	ARMITAGE	262423
10/03/19 To	119238	AT&T Mobility	274.38	274.38	0.00	Posted		Vendo	AT&TMOBILI	262424
10/03/19 To	119239	Boy Scout Troop 22	200.00	200.00	0.00	Posted		Vendo	BOYSCOUT	262425
10/03/19 To	119240	Bullfrog Enterprises	65.80	65.80	0.00	Posted		Vendo	BULLFROG	262426
10/03/19 To	119241	Cascade Sound & Stage Li	2,467.20	2,467.20	0.00	Posted		Vendo	CASCADES	262427
10/03/19 To	119242	Scott Chase	500.00	500.00	0.00	Posted		Vendo	CHASES	262428
10/03/19 To	119243	Cintas Corporation	70.09	70.09	0.00	Posted		Vendo	CINTASCOR	262429
10/03/19 To	119244	Columbia Cascade Co	345.00	345.00	0.00	Posted		Vendo	COLUMBIAC	262430
10/03/19 To	119245	Comcast	253.70	253.70	0.00	Posted		Vendo	COMCAST	262431
10/03/19 To	119246	May Enterprises Inc	245.75	245.75	0.00	Posted		Vendo	COMMERCI	262432
10/03/19 To	119247	Consolidated Supply Co	651.43	651.43	0.00	Posted		Vendo	CONSOLIDA	262433
10/03/19 To	119248	Coyote Steel & Co	67.00	67.00	0.00	Posted		Vendo	COYOTEST	262434
10/03/19 To	119249	Direction for Employee Ass	231.75	231.75	0.00	Posted		Vendo	DIRECTION	262435
10/03/19 To	119250	Eugene Water & Electric B	58.65	58.65	0.00	Posted		Vendo	EWEB	262436
10/03/19 To	119251	Ewing	610.05	610.05	0.00	Posted		Vendo	EWING	262437
10/03/19 To	119252	Tinker Flom	46.40	46.40	0.00	Posted		Vendo	FLOMT	262438
10/03/19 To	119253	Galaxy Digital LLC	83.00	83.00	0.00	Posted		Vendo	GALAXYDIGI	262439
10/03/19 To	119254	Teri Gutierrez	213.16	213.16	0.00	Posted		Vendo	GUTIERREZ	262440
10/03/19 To	119255	Harley's Appliances	356.00	356.00	0.00	Posted		Vendo	HARLEYS	262441
10/03/19 To	119256	Harvey & Price Company	210.00	210.00	0.00	Posted		Vendo	HARVEY&P	262442
10/03/19 To	119257	Havin' Fun Inc	7,500.00	7,500.00	0.00	Posted		Vendo	HAVINFUN	262443
10/03/19 To	119258	Home Depot Pro	0.00	0.00	0.00	Voided		Vendo	HOMEDEPO	262444
10/03/19 To	119259	Home Depot Pro	2,900.03	2,900.03	0.00	Posted		Vendo	HOMEDEPO	262445
10/03/19 To	119260	iSecure	96.00	96.00	0.00	Posted		Vendo	ISECURE	262446
		Continued.	150,681.83	150,681.83	0.00					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   2

Karenv

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
		Continued.	150,681.83	150,681.83	0.00					
10/03/19 To	119261	Kendall Auto Group	60.43	60.43	0.00	Posted		Vendo	KENDALLAU	262447
10/03/19 To	119262	Lane Forest Products	643.95	643.95	0.00	Posted		Vendo	LANEFORES	262448
10/03/19 To	119263	Local Govt Personnel Instit	437.00	437.00	0.00	Posted		Vendo	LGPI	262449
10/03/19 To	119264	Masons Supply Co	297.04	297.04	0.00	Posted		Vendo	MASONS	262450
10/03/19 To	119265	McKenzie Brewing Co	275.00	275.00	0.00	Posted		Vendo	MCKENZIEB	262451
10/03/19 To	119266	Mechanical, Heating & Air,	780.00	780.00	0.00	Posted		Vendo	MECHANICA	262452
10/03/19 To	119267	MFCP Inc	342.53	342.53	0.00	Posted		Vendo	MOTION&FL	262453
10/03/19 To	119268	Napa Auto Parts	247.14	247.14	0.00	Posted		Vendo	NAPAAUTO	262454
10/03/19 To	119269	North Coast Electric Co	295.00	295.00	0.00	Posted		Vendo	NORTHCOA	262455
10/03/19 To	119270	North Pacific Security Inc	833.69	833.69	0.00	Posted		Vendo	NORTHPACI	262456
10/03/19 To	119271	Northwest Natural Gas	59.65	59.65	0.00	Posted		Vendo	NORTHWES	262457
10/03/19 To	119272	State Forester	2,027.86	2,027.86	0.00	Posted		Vendo	ODOFORES	262458
10/03/19 To	119273	Office Depot Inc	254.70	254.70	0.00	Posted		Vendo	OFFICEDEP	262459
10/03/19 To	119274	Omlid & Swinney	968.25	968.25	0.00	Posted		Vendo	OMLID	262460
10/03/19 To	119275	Pacific Source Administrat	1,944.33	1,944.33	0.00	Posted		Vendo	PACIFICSOU	262461
10/03/19 To	119276	Pape Machinery	325.44	325.44	0.00	Posted		Vendo	PAPEMATE	262462
10/03/19 To	119277	Plank Town Brewing Co	855.00	855.00	0.00	Posted		Vendo	PLANKTOW	262463
10/03/19 To	119278	Rexel USA Inc	6.03	6.03	0.00	Posted		Vendo	PLATTELEC	262464
10/03/19 To	119279	Pool & Spa House	1,470.18	1,470.18	0.00	Posted		Vendo	POOL&SPA	262465
10/03/19 To	119280	Pure Water Aquatics	5,177.93	5,177.93	0.00	Posted		Vendo	PUREWATE	262466
10/03/19 To	119281	Rainbow Pump Co Inc	9,355.92	9,355.92	0.00	Posted		Vendo	RAINBOWP	262467
10/03/19 To	119282	Rainbow Water District	1,100.75	1,100.75	0.00	Posted		Vendo	RAINBOWW	262468
10/03/19 To	119283	Rexius Forest By-Products	709.00	709.00	0.00	Posted		Vendo	REXIUS	262469
10/03/19 To	119284	Riverbend Materials	216.06	216.06	0.00	Posted		Vendo	RIVERBEND	262470
10/03/19 To	119285	Roberts Supply Co Inc	213.30	213.30	0.00	Posted		Vendo	ROBERTSS	262471
10/03/19 To	119286	Roto-Rooter Plumbers	325.00	325.00	0.00	Posted		Vendo	ROTOROOT	262472
10/03/19 To	119287	Androk Inc	338.90	0.00	338.90	Financi	Posted	Vendo	SECURITYM	262473
10/03/19 To	119288	Sherwin-Williams Co	1,904.07	1,904.07	0.00	Posted		Vendo	SHERWINWI	262474
10/03/19 To	119289	SilverStone Group Inc	2,875.00	2,875.00	0.00	Posted		Vendo	SILVERSTO	262475
10/03/19 To	119290	Springfield Rentals	96.90	96.90	0.00	Posted		Vendo	SPFLDRENT	262476
10/03/19 To	119291	Starplex Corporation	184.00	184.00	0.00	Posted		Vendo	STARPLEX	262477
10/03/19 To	119292	Star Rentals Inc	264.53	264.53	0.00	Posted		Vendo	STARRENTA	262478
10/03/19 To	119293	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	262479
10/03/19 To	119294	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	262480
10/03/19 To	119295	Springfield Utility Board	29,151.63	29,151.63	0.00	Posted		Vendo	SUB	262481
10/03/19 To	119296	Sunbelt Rentals Inc	1,340.58	1,340.58	0.00	Posted		Vendo	SUNBELTRE	262482
10/03/19 To	119297	Target Specialty Products	500.72	500.72	0.00	Posted		Vendo	TARGETSPE	262483
10/03/19 To	119298	Travel Lane County	3,080.00	3,080.00	0.00	Posted		Vendo	TRAVELLAN	262484
10/03/19 To	119299	Unum Life Insurance Com	3,111.06	3,111.06	0.00	Posted		Vendo	UNUMLIFEIN	262485
10/03/19 To	119300	Wildcraft Cider Works	325.00	325.00	0.00	Posted		Vendo	WILDCRAFT	262486
10/03/19 To	119301	Wildwood Playgrounds Nor	288.00	288.00	0.00	Posted		Vendo	WILDWOOD	262487
10/03/19 To	119302	Willamette Dental Ins. Inc.	4,073.00	4,073.00	0.00	Posted		Vendo	WILLAMETT	262488
10/03/19 To	119303	Willie's Lebanese & Northw	500.00	500.00	0.00	Posted		Vendo	WILLIES	262489
10/03/19 To	119304	Woodcraft #515	524.45	524.45	0.00	Posted		Vendo	WOODCRAF	262490
10/03/19 To	119305	Willamette Community Hea	1,166.00	1,166.00	0.00	Posted		Vendo	5CASCADEH	262491
		Continued.	229,626.85	229,287.95	338.90					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page 3

Karenv

Check Date	Check No.		Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
			Continued.	229,626.85	229,287.95	338.90					
10/03/19	To	119306	Checkmark Painting	2,800.00	2,800.00	0.00	Posted		Vendo	5CHECKMA	262492
10/03/19	To	119307	David L Jones	220.00	220.00	0.00	Posted		Vendo	5JONESDA	262493
10/03/19	To	119308	Albert Owens	120.00	120.00	0.00	Posted		Vendo	5OWENSA	262494
10/03/19	To	119309	Joseph P. Pishioneri	1,650.00	1,650.00	0.00	Posted		Vendo	5SECURITY	262495
10/03/19	To	119310	Thorp, Purdy, Jewett, Urne	1,688.40	1,688.40	0.00	Posted		Vendo	5THORP	262496
10/03/19	To	119311	Accountemps	4,283.83	4,283.83	0.00	Posted		Vendo	ACCOUNTT	262497
10/03/19	To	119312	Nuwave Heating & Cooling	361.50	361.50	0.00	Posted		Vendo	NUWAVEHE	262498
10/03/19	To	119313	John A Jackson Jr	250.00	250.00	0.00	Posted		Vendo	5BUGSRUS	262500
10/03/19	To	119314	Grainger Inc	10,345.67	10,345.67	0.00	Posted		Vendo	GRAINGER	262501
10/03/19	To	119315	Classic Design and Constr	38,070.68	38,070.68	0.00	Posted		Vendo	5CLASSICD	262504
10/09/19	To	119316	Waypoint Community Chur	55,983.52	55,983.52	0.00	Posted		Vendo	WAYPOINT	262505
10/10/19	To	119317	Kerry Jack	270.00	270.00	0.00	Posted		Vendo	JACKK	262507
10/10/19	To	119318	Erin Rice	52.78	52.78	0.00	Posted		Vendo	RICEE	262508
10/10/19	To	119319	Shelley Ryker	110.20	110.20	0.00	Posted		Vendo	RYKERSHEL	262509
10/10/19	To	119320	Mavis Sanchez-Scholes	77.95	77.95	0.00	Posted		Vendo	SANCHEZM	262510
10/10/19	To	119321	Jo Schutte	80.00	80.00	0.00	Posted		Vendo	SCHUTTEJ	262511
10/10/19	To	119322	Annie Carwile	6.38	6.38	0.00	Posted		Vendo	2CARWILEA	262512
10/10/19	To	119323	Michele Washam	100.00	100.00	0.00	Posted		Vendo	2WASHAMM	262513
10/10/19	To	119324	Advance Auto Parts	74.83	74.83	0.00	Posted		Vendo	ADVANCEA	262514
10/10/19	To	119325	Airgas USA LLC	541.73	541.73	0.00	Posted		Vendo	AIRGASUSA	262515
10/10/19	To	119326	Allstream	164.51	164.51	0.00	Posted		Vendo	ALLSTREAM	262516
10/10/19	To	119327	Cascade Asphalt Sealing	6,996.90	6,996.90	0.00	Posted		Vendo	CASCADEA	262517
10/10/19	To	119328	Cascade Sound & Stage Li	350.00	350.00	0.00	Posted		Vendo	CASCADES	262518
10/10/19	To	119329	The Charles Schwab Trust	22,529.90	22,529.90	0.00	Posted		Vendo	CHARLESSC	262519
10/10/19	To	119330	Cintas Corporation	143.33	143.33	0.00	Posted		Vendo	CINTASCOR	262520
10/10/19	To	119331	Swire Coca-Cola USA	587.00	587.00	0.00	Posted		Vendo	COCA-COLA	262521
10/10/19	To	119332	May Enterprises Inc	245.75	245.75	0.00	Posted		Vendo	COMMERCI	262522
10/10/19	To	119333	Criminal Information Servic	91.00	91.00	0.00	Posted		Vendo	CRIMINALIN	262523
10/10/19	To	119334	E & S Hardware and Suppl	223.89	223.89	0.00	Posted		Vendo	E&SHARDW	262524
10/10/19	To	119335	Eugene Lock & Safe Co	92.50	92.50	0.00	Posted		Vendo	EUGENELO	262525
10/10/19	To	119336	Eugene Silkscreen Inc	906.50	906.50	0.00	Posted		Vendo	EUGENESIL	262526
10/10/19	To	119337	Ewing	292.39	292.39	0.00	Posted		Vendo	EWING	262527
10/10/19	To	119338	Eye Beam Event Services	4,080.00	4,080.00	0.00	Posted		Vendo	EYEBEAM	262528
10/10/19	To	119339	Graybar Electric Company	3,358.11	3,358.11	0.00	Posted		Vendo	GRAYBAR	262529
10/10/19	To	119340	Home Depot Pro	879.00	879.00	0.00	Posted		Vendo	HOMEDEPO	262530
10/10/19	To	119341	iSecure	32.00	32.00	0.00	Posted		Vendo	ISECURE	262531
10/10/19	To	119342	Lane Co Waste - Public W	65.81	65.81	0.00	Posted		Vendo	LANECOUN	262532
10/10/19	To	119343	Lane Forest Products	153.00	153.00	0.00	Posted		Vendo	LANEFORES	262533
10/10/19	To	119344	Pacific Source	710.98	710.98	0.00	Posted		Vendo	9DONOTUS	262534
10/10/19	To	119345	Masons Supply Co	30.60	30.60	0.00	Posted		Vendo	MASONS	262535
10/10/19	To	119346	Monster Cookie Co	75.10	0.00	75.10	Financi	Posted	Vendo	MONSTERC	262536
10/10/19	To	119347	Napa Auto Parts	215.98	215.98	0.00	Posted		Vendo	NAPAAUTO	262537
10/10/19	To	119348	Nationwide Retirement Sol	62.50	62.50	0.00	Posted		Vendo	NATIONWID	262538
10/10/19	To	119349	North Coast Electric Co	432.50	432.50	0.00	Posted		Vendo	NORTHCOA	262539
10/10/19	To	119350	North Pacific Security Inc	867.98	867.98	0.00	Posted		Vendo	NORTHPACI	262540
			Continued.	390,301.55	389,887.55	414.00					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   4

Karenv

Check Date	Check No.		Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
			Continued.	390,301.55	389,887.55	414.00					
10/10/19	To	119351	Northwest Fastener and Su	49.33	49.33	0.00	Posted		Vendo	NORTHWES	262541
10/10/19	To	119352	Oregon Dept of Revenue	192.78	192.78	0.00	Posted		Vendo	ODOREVEN	262542
10/10/19	To	119353	PARR LUMBER	207.99	207.99	0.00	Posted		Vendo	PARRLUMB	262543
10/10/19	To	119354	Rexel USA Inc	469.17	469.17	0.00	Posted		Vendo	PLATTELEC	262544
10/10/19	To	119355	Pool & Spa House	696.78	696.78	0.00	Posted		Vendo	POOL&SPA	262545
10/10/19	To	119356	Presentation Design Group	974.00	974.00	0.00	Posted		Vendo	PRESENTAT	262546
10/10/19	To	119357	Pure Water Aquatics	1,569.36	1,569.36	0.00	Posted		Vendo	PUREWATE	262547
10/10/19	To	119358	Rexius Forest By-Products	1,638.47	1,638.47	0.00	Posted		Vendo	REXIUS	262548
10/10/19	To	119359	RMT Equipment	158.11	158.11	0.00	Posted		Vendo	RMTEQUIPM	262549
10/10/19	To	119360	Ross Recreation Equipme	645.00	645.00	0.00	Posted		Vendo	ROSSRECR	262550
10/10/19	To	119361	Sanipac	75.00	75.00	0.00	Posted		Vendo	SANIPAC	262551
10/10/19	To	119362	Schmunk's Tire Center	2,251.28	2,251.28	0.00	Posted		Vendo	SCHMUNKS	262552
10/10/19	To	119363	SecureCom Inc	729.89	729.89	0.00	Posted		Vendo	SECURECO	262553
10/10/19	To	119364	Androk Inc	99.90	99.90	0.00	Posted		Vendo	SECURITYM	262554
10/10/19	To	119365	Sherwin-Williams Co	328.23	328.23	0.00	Posted		Vendo	SHERWINWI	262555
10/10/19	To	119366	Sinclair Broadcast Group	1,520.00	1,520.00	0.00	Posted		Vendo	SINCLAIRBR	262556
10/10/19	To	119367	City of Springfield	14,643.64	14,643.64	0.00	Posted		Vendo	SPCITYFUE	262557
10/10/19	To	119368	Special Occasions	2,448.00	2,448.00	0.00	Posted		Vendo	SPECIALOC	262558
10/10/19	To	119369	Springfield Public Library F	500.00	500.00	0.00	Posted		Vendo	SPLIBRARY-	262559
10/10/19	To	119370	Starplex Corporation	3,730.50	3,730.50	0.00	Posted		Vendo	STARPLEX	262560
10/10/19	To	119371	Sunbelt Rentals Inc	1,340.58	1,340.58	0.00	Posted		Vendo	SUNBELTRE	262561
10/10/19	To	119372	United Way of Lane Count	80.00	80.00	0.00	Posted		Vendo	UNITEDWAY	262562
10/10/19	To	119373	US Bank Equipment Finan	1,533.00	1,533.00	0.00	Posted		Vendo	USBANKEQ	262563
10/10/19	To	119374	US Dept of Education	117.97	117.97	0.00	Posted		Vendo	USDOEDUC	262564
10/10/19	To	119375	VALIC #62849	1,753.00	1,753.00	0.00	Posted		Vendo	VALIC	262565
10/10/19	To	119376	Wilco	278.04	278.04	0.00	Posted		Vendo	WILCO	262566
10/10/19	To	119377	Willamette Graystone Inc	120.12	120.12	0.00	Posted		Vendo	WILLAMETT	262567
10/10/19	To	119378	Janene Bradfeldt	682.25	682.25	0.00	Posted		Vendo	5BRADFELD	262568
10/10/19	To	119379	Classic Design and Constr	41,174.40	41,174.40	0.00	Posted		Vendo	5CLASSICD	262569
10/10/19	To	119380	Julie K. Christensen	284.00	284.00	0.00	Posted		Vendo	5INMOTION	262570
10/10/19	To	119381	Superhero Jiu Jitsu Acade	345.00	345.00	0.00	Posted		Vendo	5SUPERHER	262571
10/10/19	To	119382	Mary Kay Ankney	22.95	22.95	0.00	Posted		Vendo	6ANKNEYM	262572
10/10/19	To	119383	Jeanette Bachman	59.50	59.50	0.00	Posted		Vendo	6BACHMANJ	262573
10/10/19	To	119384	Jackie Britton	5.10	5.10	0.00	Posted		Vendo	6BRITTONJ	262574
10/10/19	To	119385	Bonnie Casado	25.50	25.50	0.00	Posted		Vendo	6CASADOB	262575
10/10/19	To	119386	Linda Chin	53.55	53.55	0.00	Posted		Vendo	6CHINL	262576
10/10/19	To	119387	Ann Conway	4.25	4.25	0.00	Posted		Vendo	6CONWAYA	262577
10/10/19	To	119388	JoAnne Drapkin	19.55	19.55	0.00	Posted		Vendo	6DRAPKINJ	262578
10/10/19	To	119389	Dianne Elmer	67.95	67.95	0.00	Posted		Vendo	6ELMERD	262579
10/10/19	To	119390	Ruth Foss	6.80	6.80	0.00	Posted		Vendo	6FOSSR	262580
10/10/19	To	119391	Dorothy Gratsy	20.40	20.40	0.00	Posted		Vendo	6GRATSYD	262581
10/10/19	To	119392	Sylvia Harvey	25.50	25.50	0.00	Posted		Vendo	6HARVEYS	262582
10/10/19	To	119393	Nancy Karp	4.25	4.25	0.00	Posted		Vendo	6KARPN	262583
10/10/19	To	119394	Nancy Love	8.50	8.50	0.00	Posted		Vendo	6LOVEN	262584
10/10/19	To	119395	Carol Milicia	9.35	9.35	0.00	Posted		Vendo	6MILICIAC	262585
			Continued.	471,270.49	470,856.49	414.00					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   5

Karenv

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
		Continued.	471,270.49	470,856.49	414.00					
10/10/19 To	119396	Don Moline	46.75	46.75	0.00	Posted		Vendo	6MOLINED	262586
10/10/19 To	119397	Darlene Nine	9.35	9.35	0.00	Posted		Vendo	6NINED	262587
10/10/19 To	119398	Dorothy Osborne	8.50	8.50	0.00	Posted		Vendo	6OSBORNE	262588
10/10/19 To	119399	Ann Pansoy	26.35	26.35	0.00	Posted		Vendo	6PANSOYA	262589
10/10/19 To	119400	Nancy Pelletier	17.00	17.00	0.00	Posted		Vendo	6PELLETIER	262590
10/10/19 To	119401	Tina Poplin	10.80	10.80	0.00	Posted		Vendo	6POPLINT	262591
10/10/19 To	119402	Jeri Porter	38.25	38.25	0.00	Posted		Vendo	6PORTERJ	262592
10/10/19 To	119403	Diane Quinlan	64.18	64.18	0.00	Posted		Vendo	6QUINLANDI	262593
10/10/19 To	119404	Laurine Rhea	55.25	55.25	0.00	Posted		Vendo	6RHEAL	262594
10/10/19 To	119405	Arlene Rich	14.45	14.45	0.00	Posted		Vendo	6RICHARLE	262595
10/10/19 To	119406	Rose Mary Shrode	22.05	22.05	0.00	Posted		Vendo	6SHRODER	262596
10/10/19 To	119407	Sandy Swanson	17.00	17.00	0.00	Posted		Vendo	6SWANSON	262597
10/10/19 To	119408	Donna Welty	61.20	61.20	0.00	Posted		Vendo	6WELTYD	262598
10/10/19 To	119409	Jo Wenger	4.25	4.25	0.00	Posted		Vendo	6WENGERJ	262599
10/10/19 To	119410	Edie Yale	15.09	15.09	0.00	Posted		Vendo	6YALEE	262600
10/17/19 To	119411	Jana Weaver	200.00	0.00	200.00	Financi	Posted	Vendo	CLARKJ	263215
10/17/19 To	119412	Teri O'Malley	46.86	46.86	0.00	Posted		Vendo	JACOBST	263216
10/17/19 To	119413	Kimberly Arch	65.00	65.00	0.00	Posted		Vendo	2ARCHK	263217
10/17/19 To	119414	Genaro Largarda	200.00	200.00	0.00	Posted		Vendo	2LARGARDA	263218
10/17/19 To	119415	McKenzie Willamette Hospi	100.00	100.00	0.00	Posted		Vendo	2MCKENZIE	263219
10/17/19 To	119416	Above All Sanitation	945.00	945.00	0.00	Posted		Vendo	ABOVEALL	263220
10/17/19 To	119417	Airgas National Carbonatio	496.99	0.00	496.99	Voided	Printed	Vendo	AIRGASNATI	263221
10/17/19 To	119418	Airgas USA LLC	595.19	595.19	0.00	Posted		Vendo	AIRGASUSA	263222
10/17/19 To	119419	Batteries Plus	245.89	245.89	0.00	Posted		Vendo	BATTERIES	263223
10/17/19 To	119420	Cintas Corporation	174.91	174.91	0.00	Posted		Vendo	CINTASCOR	263224
10/17/19 To	119421	Comcast	402.92	402.92	0.00	Posted		Vendo	COMCAST	263225
10/17/19 To	119422	Consolidated Supply Co	334.92	334.92	0.00	Posted		Vendo	CONSOLIDA	263226
10/17/19 To	119423	CTX-Xerox	985.22	985.22	0.00	Posted		Vendo	CTX	263227
10/17/19 To	119424	Direction for Employee Ass	243.00	243.00	0.00	Posted		Vendo	DIRECTION	263228
10/17/19 To	119425	Eugene Lock & Safe Co	67.25	67.25	0.00	Posted		Vendo	EUGENELO	263229
10/17/19 To	119426	Eugene Silkscreen Inc	1,832.42	1,832.42	0.00	Posted		Vendo	EUGENESIL	263230
10/17/19 To	119427	PKS Enterprises LLC	146.78	146.78	0.00	Posted		Vendo	FASTSIGNS	263231
10/17/19 To	119428	Galaxy Digital LLC	83.00	83.00	0.00	Posted		Vendo	GALAXYDIGI	263232
10/17/19 To	119429	Jake Gariepy	283.62	283.62	0.00	Posted		Vendo	GARIEPYJ	263233
10/17/19 To	119430	Interlocked Filtration Syste	3,389.53	3,389.53	0.00	Posted		Vendo	INTERLOCK	263234
10/17/19 To	119431	Kinko's Inc	82.41	82.41	0.00	Posted		Vendo	KINKOS	263235
10/17/19 To	119432	McKenzie Glass	4,050.00	4,050.00	0.00	Posted		Vendo	MCKENZIEG	263236
10/17/19 To	119433	Mid-State Industrial Servic	1,446.95	0.00	1,446.95	Voided	Printed	Vendo	MIDSTATE	263237
10/17/19 To	119434	MTR Western LLC	1,160.77	1,160.77	0.00	Posted		Vendo	MTRWESTE	263238
10/17/19 To	119435	North Pacific Security Inc	777.25	777.25	0.00	Posted		Vendo	NORTHPACI	263239
10/17/19 To	119436	Northwest Natural Gas	9,216.49	9,216.49	0.00	Posted		Vendo	NORTHWES	263240
10/17/19 To	119437	Office Depot Inc	94.73	94.73	0.00	Posted		Vendo	OFFICEDEP	263241
10/17/19 To	119438	Omlid & Swinney	1,083.75	1,083.75	0.00	Posted		Vendo	OMLID	263242
10/17/19 To	119439	PacificSource Health Plans	91,392.11	91,392.11	0.00	Posted		Vendo	PACIFICSOU	263243
10/17/19 To	119440	Rexel USA Inc	123.55	0.00	123.55	Voided	Printed	Vendo	PLATTELEC	263244
		Continued.	591,947.47	589,265.98	2,681.49					

Bank Account - Check Details

December 3, 2019

Period: 10/01/19..10/31/19

Page   6

WILLAMALANE SVR - MASTER

Karenv

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
		Continued.	591,947.47	589,265.98	2,681.49					
10/17/19 To	119441	Pool & Spa House	3,525.86	3,525.86	0.00	Posted		Vendo	POOL&SPA	263245
10/17/19 To	119442	Pure Water Aquatics	4,488.35	4,488.35	0.00	Posted		Vendo	PUREWATE	263246
10/17/19 To	119443	QSL Print Communications	341.00	341.00	0.00	Posted		Vendo	QSLPRINT	263247
10/17/19 To	119444	Refrigeration Supplies 278	295.15	295.15	0.00	Posted		Vendo	REFRIGERA	263248
10/17/19 To	119445	Sanipac	1,844.31	1,844.31	0.00	Posted		Vendo	SANIPAC	263249
10/17/19 To	119446	Androk Inc	287.80	287.80	0.00	Posted		Vendo	SECURITYM	263250
10/17/19 To	119447	Sherwin-Williams Co	653.17	653.17	0.00	Posted		Vendo	SHERWINWI	263251
10/17/19 To	119448	Sinclair Broadcast Group	260.00	260.00	0.00	Posted		Vendo	SINCLAIRBR	263252
10/17/19 To	119449	Smith Dawson & Andrews	1,050.00	1,050.00	0.00	Posted		Vendo	SMITHDAWS	263253
10/17/19 To	119450	South Fork Coffee Inc	603.25	603.25	0.00	Posted		Vendo	SOUTHFOR	263254
10/17/19 To	119451	City of Springfield - Financ	416.66	416.66	0.00	Posted		Vendo	SPCITY 1	263255
10/17/19 To	119452	Star Rentals Inc	222.87	222.87	0.00	Posted		Vendo	STARRENTA	263256
10/17/19 To	119453	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	263257
10/17/19 To	119454	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	263258
10/17/19 To	119455	Springfield Utility Board	17,951.08	17,951.08	0.00	Posted		Vendo	SUB	263259
10/17/19 To	119456	Travel Lane County	480.00	480.00	0.00	Posted		Vendo	TRAVELLAN	263260
10/17/19 To	119457	US Bank Corporate Payme	46,840.17	46,840.17	0.00	Posted		Vendo	USBANKCO	263261
10/17/19 To	119458	Willamette Dental Ins. Inc.	4,073.00	0.00	4,073.00	Financi	Posted	Vendo	WILLAMETT	263262
10/17/19 To	119459	Maryann Barber	117.50	117.50	0.00	Posted		Vendo	5BARBERM	263263
10/17/19 To	119460	Bayne Gardner	4,590.00	4,590.00	0.00	Posted		Vendo	5BGARDNE	263264
10/17/19 To	119461	Wendy Boyer	700.00	700.00	0.00	Posted		Vendo	5BOYERCO	263265
10/17/19 To	119462	Destination Events Inc	460.00	460.00	0.00	Posted		Vendo	5DESTINATI	263266
10/17/19 To	119463	Earth Engineers, Inc.	180.00	180.00	0.00	Posted		Vendo	5EARTHENG	263267
10/17/19 To	119464	Merideth Ferrell	150.00	150.00	0.00	Posted		Vendo	5FERRELLM	263268
10/17/19 To	119465	Michael Guggenmos	2,425.00	2,425.00	0.00	Posted		Vendo	5GUARDIAN	263269
10/17/19 To	119466	Byron Hanks	94.00	94.00	0.00	Posted		Vendo	5HANKSBYR	263270
10/17/19 To	119467	Wendy Louise Kirkpatrick	1,950.00	1,950.00	0.00	Posted		Vendo	5HEARTLAN	263271
10/17/19 To	119468	Heather Savelich	400.00	400.00	0.00	Posted		Vendo	5LAVENDER	263272
10/17/19 To	119469	Kimmer Morrison	138.75	138.75	0.00	Posted		Vendo	5MORRISON	263273
10/17/19 To	119470	Kolte J Rotherham	425.00	425.00	0.00	Posted		Vendo	5ROTHERH	263274
10/17/19 To	119471	Deanna Schilling	637.50	637.50	0.00	Posted		Vendo	5SCHILLING	263275
10/17/19 To	119472	Julian Zbogar-Smith	600.00	600.00	0.00	Posted		Vendo	5SJICONSU	263276
10/17/19 To	119473	Thorp, Purdy, Jewett, Urne	1,601.00	1,601.00	0.00	Posted		Vendo	5THORP	263277
10/17/19 To	119474	Accountemps	5,659.38	5,659.38	0.00	Posted		Vendo	ACCOUNTT	263278
10/18/19 To	119475	Home Depot Pro	0.00	0.00	0.00	Voided		Vendo	HOMEDEPO	263281
10/18/19 To	119476	Home Depot Pro	7,322.87	7,322.87	0.00	Posted		Vendo	HOMEDEPO	263282
10/21/19 To	119477	Jana Weaver	200.00	200.00	0.00	Posted		Vendo	CLARKJ	263285
10/24/19 To	119478	JODI ANDERSEN	137.69	137.69	0.00	Posted		Vendo	ANDERSENJ	263287
10/24/19 To	119479	Allison Baldry	141.52	141.52	0.00	Posted		Vendo	HUMPHREY	263288
10/24/19 To	119480	Tim Rod	175.62	175.62	0.00	Posted		Vendo	RODT	263289
10/24/19 To	119481	Oregon Community Credit	960.00	960.00	0.00	Posted		Vendo	2OREGONC	263290
10/24/19 To	119482	Acocella Tile	2,810.00	2,810.00	0.00	Posted		Vendo	ACOCELLAT	263291
10/24/19 To	119483	The Active Network, LLC	1,800.00	1,800.00	0.00	Posted		Vendo	9DONOTUS	263292
10/24/19 To	119484	Airgas USA LLC	1,135.98	1,135.98	0.00	Posted		Vendo	AIRGASUSA	263293
10/24/19 To	119485	All Seasons Equipment	37.50	37.50	0.00	Posted		Vendo	ALLSEASON	263294
		Continued.	710,129.45	703,374.96	6,754.49					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   7

Karenv

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
		Continued.	710,129.45	703,374.96	6,754.49					
10/24/19 To	119486	Allstream	1,678.95	1,678.95	0.00	Posted		Vendo	ALLSTREAM	263295
10/24/19 To	119487	ArcMate Manufacturing Co	1,200.98	1,200.98	0.00	Posted		Vendo	ARCMATE	263296
10/24/19 To	119488	Arma Coatings	1,495.00	1,495.00	0.00	Posted		Vendo	ARMACOATI	263297
10/24/19 To	119489	Branch Engineering Inc	2,807.50	2,807.50	0.00	Posted		Vendo	BRANCHEN	263298
10/24/19 To	119490	WECO	366.83	366.83	0.00	Posted		Vendo	CARSON	263299
10/24/19 To	119491	Cascade Truck Body & We	12,155.48	12,155.48	0.00	Posted		Vendo	CASCADET	263300
10/24/19 To	119492	Centurylink	295.45	295.45	0.00	Posted		Vendo	CENTURYLI	263301
10/24/19 To	119493	The Charles Schwab Trust	22,730.28	22,730.28	0.00	Posted		Vendo	CHARLESSC	263302
10/24/19 To	119494	Cloud Records Manageme	444.24	444.24	0.00	Posted		Vendo	CHAVES	263303
10/24/19 To	119495	Cintas Corporation	70.00	70.00	0.00	Posted		Vendo	CINTASCOR	263304
10/24/19 To	119496	Clay's Refrigeration	1,096.62	1,096.62	0.00	Posted		Vendo	CLAYSREFR	263305
10/24/19 To	119497	Coastal Farm	814.90	814.90	0.00	Posted		Vendo	COASTALFA	263306
10/24/19 To	119498	Swire Coca-Cola USA	772.92	772.92	0.00	Posted		Vendo	COCA-COLA	263307
10/24/19 To	119499	Comcast	1,383.11	1,383.11	0.00	Posted		Vendo	COMCAST	263308
10/24/19 To	119500	Comfort Flow Heating	164.00	164.00	0.00	Posted		Vendo	COMFORTF	263309
10/24/19 To	119501	Consolidated Electrical Dist	134.85	134.85	0.00	Posted		Vendo	CONSOLIDA	263310
10/24/19 To	119502	Consolidated Supply Co	729.84	729.84	0.00	Posted		Vendo	CONSOLIDA	263311
10/24/19 To	119503	EPUD	41.94	41.94	0.00	Posted		Vendo	EPUD	263312
10/24/19 To	119504	Eugene Lock & Safe Co	11.00	11.00	0.00	Posted		Vendo	EUGENELO	263313
10/24/19 To	119505	Eugene Silkscreen Inc	408.75	408.75	0.00	Posted		Vendo	EUGENESIL	263314
10/24/19 To	119506	Ewing	321.23	321.23	0.00	Posted		Vendo	EWING	263315
10/24/19 To	119507	FCS Group	2,800.00	0.00	2,800.00	Financi	Posted	Vendo	FCS	263316
10/24/19 To	119508	Tinker Flom	40.00	40.00	0.00	Posted		Vendo	FLOMT	263317
10/24/19 To	119509	Grainger Inc	291.54	291.54	0.00	Posted		Vendo	GRAINGER	263318
10/24/19 To	119510	Harvey & Price Company	289.00	289.00	0.00	Posted		Vendo	HARVEY&P	263319
10/24/19 To	119511	Home Depot Pro	808.18	808.18	0.00	Posted		Vendo	HOMEDEPO	263320
10/24/19 To	119512	iSecure	112.00	112.00	0.00	Posted		Vendo	ISECURE	263321
10/24/19 To	119513	Taylor K Jennings OSB 18	20.95	20.95	0.00	Posted		Vendo	JENNINGST	263322
10/24/19 To	119514	Lane Co Waste - Public W	32.00	32.00	0.00	Posted		Vendo	LANECOUN	263323
10/24/19 To	119515	Legend Data Systems Inc	393.25	393.25	0.00	Posted		Vendo	LEGENDDAT	263324
10/24/19 To	119516	Local Govt Personnel Instit	855.00	855.00	0.00	Posted		Vendo	LGPI	263325
10/24/19 To	119517	McGuire Bearing Company	605.58	605.58	0.00	Posted		Vendo	MCGUIREBE	263326
10/24/19 To	119518	Mid-State Industrial Servic	1,466.95	1,466.95	0.00	Posted		Vendo	MIDSTATE	263327
10/24/19 To	119519	Monster Cookie Co	75.90	75.90	0.00	Posted		Vendo	MONSTERC	263328
10/24/19 To	119520	Napa Auto Parts	288.92	288.92	0.00	Posted		Vendo	NAPAAUTO	263329
10/24/19 To	119521	Nationwide Retirement Sol	62.50	62.50	0.00	Posted		Vendo	NATIONWID	263330
10/24/19 To	119522	North Coast Electric Co	10,502.32	10,502.32	0.00	Posted		Vendo	NORTHCOA	263331
10/24/19 To	119523	North Pacific Security Inc	926.82	926.82	0.00	Posted		Vendo	NORTHPACI	263332
10/24/19 To	119524	Oregon Dept of Revenue	154.17	154.17	0.00	Posted		Vendo	ODOREVEN	263333
10/24/19 To	119525	Office Depot Inc	50.61	50.61	0.00	Posted		Vendo	OFFICEDEP	263334
10/24/19 To	119526	Omlid & Swinney	3,055.00	3,055.00	0.00	Posted		Vendo	OMLID	263335
10/24/19 To	119527	Pape Machinery	338.24	338.24	0.00	Posted		Vendo	PAPEMATE	263336
10/24/19 To	119528	Rexel USA Inc	423.32	423.32	0.00	Posted		Vendo	PLATTELEC	263337
10/24/19 To	119529	Pool & Spa House	5,733.82	5,733.82	0.00	Posted		Vendo	POOL&SPA	263338
10/24/19 To	119530	Sanipac	222.88	222.88	0.00	Posted		Vendo	SANIPAC	263339
		Continued.	788,802.27	779,247.78	9,554.49					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   8

Karenv

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
		Continued.	788,802.27	779,247.78	9,554.49					
10/24/19 To	119531	Schmunk's Tire Center	60.32	60.32	0.00	Posted		Vendo	SCHMUNKS	263340
10/24/19 To	119532	Androk Inc	354.70	354.70	0.00	Posted		Vendo	SECURITYM	263341
10/24/19 To	119533	Sherwin-Williams Co	555.58	555.58	0.00	Posted		Vendo	SHERWINWI	263342
10/24/19 To	119534	City of Eugene Fire Marsha	450.00	450.00	0.00	Posted		Vendo	SPCITY-FIR	263343
10/24/19 To	119535	Springfield Education Foun	971.00	971.00	0.00	Posted		Vendo	SPEDUCATI	263344
10/24/19 To	119536	Starplex Corporation	164.00	164.00	0.00	Posted		Vendo	STARPLEX	263345
10/24/19 To	119537	Star Rentals Inc	377.71	377.71	0.00	Posted		Vendo	STARRENTA	263346
10/24/19 To	119538	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	263347
10/24/19 To	119539	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	263348
10/24/19 To	119540	Springfield Utility Board	13,397.95	13,397.95	0.00	Posted		Vendo	SUB	263349
10/24/19 To	119541	Sunbelt Rentals Inc	2,747.07	2,747.07	0.00	Posted		Vendo	SUNBELTRE	263350
10/24/19 To	119542	US Dept of Education	109.58	109.58	0.00	Posted		Vendo	USDOEDUC	263351
10/24/19 To	119543	VALIC #62849	1,878.00	1,878.00	0.00	Posted		Vendo	VALIC	263352
10/24/19 To	119544	Verizon Wireless	4,635.05	4,635.05	0.00	Posted		Vendo	VERIZON	263353
10/24/19 To	119545	Willamette Dental Ins. Inc.	4,246.55	0.00	4,246.55	Financi	Posted	Vendo	WILLAMETT	263354
10/24/19 To	119546	Brim Tractor Company, Inc	9,391.20	9,391.20	0.00	Posted		Vendo	5BRIMTRAC	263355
10/24/19 To	119547	Classic Design and Constr	18,267.43	18,267.43	0.00	Posted		Vendo	5CLASSICD	263356
10/24/19 To	119548	May's Martial Arts, LLC	560.00	560.00	0.00	Posted		Vendo	5MAYSMAR	263357
10/24/19 To	119549	Accountemps	17,529.29	17,529.29	0.00	Posted		Vendo	ACCOUNTT	263358
10/25/19 To	119550	Risk of Change	350.00	350.00	0.00	Posted		Vendo	5RISKOFCH	263360
10/31/19 To	119551	Erica Hinshaw	177.42	177.42	0.00	Posted		Vendo	HINSHAWE	264005
10/31/19 To	119552	Kristina Boe	416.14	416.14	0.00	Posted		Vendo	KOENIGK	264006
10/31/19 To	119553	Spenser Lind	137.46	137.46	0.00	Posted		Vendo	LINDS	264007
10/31/19 To	119554	Fraser MacDonald	48.50	48.50	0.00	Posted		Vendo	MACDONAL	264008
10/31/19 To	119555	Jennifer Marsh	416.99	0.00	416.99	Financi	Posted	Vendo	MARSHJ	264009
10/31/19 To	119556	Melissa Minnick	178.00	178.00	0.00	Posted		Vendo	MINNICKM	264010
10/31/19 To	119557	Shelley Ryker	49.88	49.88	0.00	Posted		Vendo	RYKERSHEL	264011
10/31/19 To	119558	Jo Schutte	19.59	19.59	0.00	Posted		Vendo	SCHUTTEJ	264012
10/31/19 To	119559	Ryan Smith	140.71	140.71	0.00	Posted		Vendo	SMITHR	264013
10/31/19 To	119560	Agnes Stewart Middle Sch	50.00	50.00	0.00	Posted		Vendo	2AGNESSTE	264014
10/31/19 To	119561	MaryJane Buganan	99.00	99.00	0.00	Posted		Vendo	2BUGANAN	264015
10/31/19 To	119562	Above All Sanitation	715.19	0.00	715.19	Financi	Posted	Vendo	ABOVEALL	264016
10/31/19 To	119563	Airgas USA LLC	1,322.24	1,322.24	0.00	Posted		Vendo	AIRGASUSA	264017
10/31/19 To	119564	Allstream	164.71	164.71	0.00	Posted		Vendo	ALLSTREAM	264018
10/31/19 To	119565	AT&T Mobility	275.18	275.18	0.00	Posted		Vendo	AT&TMOBILI	264019
10/31/19 To	119566	Batteries Plus	100.48	100.48	0.00	Posted		Vendo	BATTERIES	264020
10/31/19 To	119567	Bushelers Saw & Mower	2,700.00	0.00	2,700.00	Financi	Posted	Vendo	BUSHELERS	264021
10/31/19 To	119568	Cascade Carbide, Inc.	77.25	77.25	0.00	Posted		Vendo	CASCADEC	264022
10/31/19 To	119569	Scott Chase	770.00	770.00	0.00	Posted		Vendo	CHASES	264023
10/31/19 To	119570	Swire Coca-Cola USA	440.64	440.64	0.00	Posted		Vendo	COCA-COLA	264024
10/31/19 To	119571	Comcast	366.84	366.84	0.00	Posted		Vendo	COMCAST	264025
10/31/19 To	119572	May Enterprises Inc	266.44	266.44	0.00	Posted		Vendo	COMMERCI	264026
10/31/19 To	119573	Consolidated Supply Co	1,105.75	1,105.75	0.00	Posted		Vendo	CONSOLIDA	264027
10/31/19 To	119574	DexYP	44.50	44.50	0.00	Posted		Vendo	DEXMEDIA	264028
10/31/19 To	119575	DLT Solutions Inc	2,107.00	2,107.00	0.00	Posted		Vendo	DLTSOLUTI	264029
		Continued.	877,037.61	859,404.39	17,633.22					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page 9

Karenv

Check Date	Check No.		Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
			Continued.	877,037.61	859,404.39	17,633.22					
10/31/19	To	119576	Eugene Lock & Safe Co	130.40	130.40	0.00	Posted		Vendo	EUGENELO	264030
10/31/19	To	119577	Ewing	204.11	204.11	0.00	Posted		Vendo	EWING	264031
10/31/19	To	119578	Jake Gariepy	194.30	194.30	0.00	Posted		Vendo	GARIEPYJ	264032
10/31/19	To	119579	Home Depot Pro	1,364.64	1,364.64	0.00	Posted		Vendo	HOMEDEPO	264033
10/31/19	To	119580	iSecure	80.00	80.00	0.00	Posted		Vendo	ISECURE	264034
10/31/19	To	119581	Knorr Systems Inc	8,032.00	8,032.00	0.00	Posted		Vendo	KNORRSYS	264035
10/31/19	To	119582	Lane Forest Products	1,235.06	1,235.06	0.00	Posted		Vendo	LANEFORES	264036
10/31/19	To	119583	L R Brabham Inc	96.00	96.00	0.00	Posted		Vendo	LRBRABHA	264037
10/31/19	To	119584	Mechanical, Heating & Air,	20,630.00	20,630.00	0.00	Posted		Vendo	MECHANICA	264038
10/31/19	To	119585	Mid-State Industrial Servic	2,877.81	2,877.81	0.00	Posted		Vendo	MIDSTATE	264039
10/31/19	To	119586	Nation's Mini-Mix	167.00	167.00	0.00	Posted		Vendo	NATIONSMI	264040
10/31/19	To	119587	North Coast Electric Co	1,540.18	1,540.18	0.00	Posted		Vendo	NORTHCOA	264041
10/31/19	To	119588	Northwest Fastener and Su	316.61	316.61	0.00	Posted		Vendo	NORTHWES	264042
10/31/19	To	119589	Northwest Natural Gas	539.19	539.19	0.00	Posted		Vendo	NORTHWES	264043
10/31/19	To	119590	Oregon Dept of Employme	282.34	282.34	0.00	Posted		Vendo	ODOEMPLO	264044
10/31/19	To	119591	Government Ethics Commi	768.41	768.41	0.00	Posted		Vendo	ODOGOVER	264045
10/31/19	To	119592	Office Depot Inc	65.54	65.54	0.00	Posted		Vendo	OFFICEDEP	264046
10/31/19	To	119593	Omlid & Swinney	550.00	550.00	0.00	Posted		Vendo	OMLID	264047
10/31/19	To	119594	Oregon Industrial	94.78	94.78	0.00	Posted		Vendo	OREGONIN	264048
10/31/19	To	119595	Pape Machinery	465.93	465.93	0.00	Posted		Vendo	PAPEMATE	264049
10/31/19	To	119596	John Phelps	116.00	116.00	0.00	Posted		Vendo	PHELPSJ	264050
10/31/19	To	119597	Rexel USA Inc	201.02	201.02	0.00	Posted		Vendo	PLATTELEC	264051
10/31/19	To	119598	Refrigeration Supplies 278	1,836.28	1,836.28	0.00	Posted		Vendo	REFRIGERA	264052
10/31/19	To	119599	RG Media Company	1,640.00	1,640.00	0.00	Posted		Vendo	REGISTERG	264053
10/31/19	To	119600	Rexius Forest By-Products	709.00	709.00	0.00	Posted		Vendo	REXIUS	264054
10/31/19	To	119601	Richard Gindhart Lapidary	176.69	176.69	0.00	Posted		Vendo	RICHARDGI	264055
10/31/19	To	119602	Roberts Supply Co Inc	461.49	461.49	0.00	Posted		Vendo	ROBERTSS	264056
10/31/19	To	119603	Sanipac	1,944.12	1,944.12	0.00	Posted		Vendo	SANIPAC	264057
10/31/19	To	119604	Satin Stitch Inc	79.20	79.20	0.00	Posted		Vendo	SATINSTITC	264058
10/31/19	To	119605	Special Districts Insurance	116.00	0.00	116.00	Voided	Printed	Vendo	SDIS	264059
10/31/19	To	119606	Androk Inc	253.90	253.90	0.00	Posted		Vendo	SECURITYM	264060
10/31/19	To	119607	Sherwin-Williams Co	33.58	33.58	0.00	Posted		Vendo	SHERWINWI	264061
10/31/19	To	119608	Springfield Rentals	363.38	363.38	0.00	Posted		Vendo	SPFLDRENT	264062
10/31/19	To	119609	Star Rentals Inc	465.12	465.12	0.00	Posted		Vendo	STARRENTA	264063
10/31/19	To	119610	Springfield Utility Board	0.00	0.00	0.00	Voided		Vendo	SUB	264064
10/31/19	To	119611	Springfield Utility Board	18,461.66	18,461.66	0.00	Posted		Vendo	SUB	264065
10/31/19	To	119612	Tyree Oil Inc	88.05	88.05	0.00	Posted		Vendo	TYREE	264066
10/31/19	To	119613	Unum Life Insurance Com	3,241.23	3,241.23	0.00	Posted		Vendo	UNUMLIFEIN	264067
10/31/19	To	119614	Willamette Dental Ins. Inc.	4,135.60	4,135.60	0.00	Posted		Vendo	WILLAMETT	264068
10/31/19	To	119615	Maryann Barber	129.25	129.25	0.00	Posted		Vendo	5BARBERM	264069
10/31/19	To	119616	Classic Design and Constr	21,420.60	21,420.60	0.00	Posted		Vendo	5CLASSICD	264070
10/31/19	To	119617	Albert Owens	120.00	120.00	0.00	Posted		Vendo	5OWENSA	264071
10/31/19	To	119618	Simonson Tree Service	1,200.00	1,200.00	0.00	Posted		Vendo	5SIMONSON	264072
10/31/19	To	119619	T&M Towing & Hazmat Inc	150.00	150.00	0.00	Posted		Vendo	5T&MTOWIN	264073
10/15/19	To EFT-000015		Payment to vendor AFSCM	1,353.57	0.00	0.00	Exporte		Vendo	AFSCME	263210
			Continued.	975,367.65	956,264.86	17,749.22					

Bank Account - Check Details

Period: 10/01/19..10/31/19

WILLAMALANE SVR - MASTER

December 3, 2019

Page   10

Karenv

Check Date		Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Origina Entry S	Bal. Accou	Bal. Account No.	Entry No.
			Continued.	975,367.65	956,264.86	17,749.22					
10/15/19	To	EFT-000015	Payment to vendor JERRY	2,242.18	0.00	0.00	Exporte		Vendo	JERRYSHO	263211
10/21/19	To	EFT-000015	Payment to vendor JERRY	703.80	0.00	0.00	Exporte		Vendo	JERRYSHO	263283
10/31/19	To	EFT-000015	Payment to vendor AFSCM	1,361.65	0.00	0.00	Exporte		Vendo	AFSCME	264003
			Umpqua AP Checking Account	979,675.28	956,264.86	17,749.22					

Willamalane Park & Recreation District
Revenue & Expense, Actual vs. Budget

General Fund

For Period	7/1/2019..10/1/2019	YTD Actual	YTD Budget	%Used	Variance
General Division					
41000	Beginning Fund Balance	-	(3,632,808.00)	0.00%	(3,632,808.00)
41070	Previously Levied Taxes	(44,598.95)	(230,000.00)	19.39%	(185,401.05)
41090	Currently Levied Taxes	(27,053.48)	(9,909,552.00)	0.27%	(9,882,498.52)
47100	Interest Earnings-LGIP	(13,044.54)	(65,000.00)	20.07%	(51,955.46)
49999	Total Revenue	(84,696.97)	(13,837,360.00)	0.61%	(13,752,663.03)
Administrative Services Division					
49999	Total Revenue	(10,905.40)	(73,612.00)	14.81%	(62,706.60)
59999	Total Personnel Services	306,792.05	1,513,302.00	20.27%	1,206,509.95
69999	Total Materials & Services	111,787.60	476,634.00	23.45%	364,846.40
79999	Total Capital Outlay	-	135,000.00	0.00%	135,000.00
99999	Total Expenses	418,579.65	2,124,936.00	19.70%	1,706,356.35
	Total Subsidy	407,674.25	2,051,324.00	19.87%	1,643,649.75
Recreation Services Division					
49999	Total Revenue	(1,149,831.97)	(4,476,529.00)	25.69%	(3,326,697.03)
59999	Total Personnel Services	1,536,312.01	6,142,849.00	25.01%	4,606,536.99
69999	Total Materials & Services	298,265.15	1,230,081.00	24.25%	931,815.85
79999	Total Capital Outlay	(79.00)	-	0.00%	79.00
91500	Transfer to Veh/Eqpt Res Fund	7,719.00	7,719.00	100.00%	-
99999	Total Expenses	1,842,217.16	7,380,649.00	24.96%	5,538,431.84
	Total Subsidy	692,385.19	2,904,120.00	23.84%	2,211,734.81

Willamalane Park & Recreation District
Revenue & Expense, Actual vs. Budget

General Fund

For Period	7/1/2019..10/1/2019	YTD Actual	YTD Budget	%Used	Variance
Park Services Division					
49999	Total Revenue	(11,422.30)	(21,600.00)	52.88%	(10,177.70)
59999	Total Personnel Services	815,160.44	3,372,192.00	24.17%	2,557,031.56
69999	Total Materials & Services	500,292.00	1,831,156.00	27.32%	1,330,864.00
79999	Total Capital Outlay	-	-	0.00%	-
99999	Total Expenses	1,315,452.44	5,203,348.00	25.28%	3,887,895.56
	Total Subsidy	1,304,030.14	5,181,748.00	25.17%	3,877,717.86

Special Payments		YTD Actual	YTD Budget	%Used	Variance
99998	Total Special Payments	400,000.00	3,656,855.00	10.94%	3,256,855.00

Building & Construction Fund

		YTD Actual	YTD Budget	%Used	Variance
49999	Total Revenue	(351,778.92)	(606,065.00)	58.04%	(254,286.08)
69999	Total Materials & Services	13,230.00	-	0.00%	(13,230.00)
79999	Total Capital Outlay	222,156.49	343,000.00	64.77%	120,843.51
99998	Total Special Payments	-	263,065.00	0.00%	263,065.00
99999	Total Expenses	235,386.49	606,065.00	38.84%	370,678.51
	Total Subsidy	(116,392.43)	-	0.00%	116,392.43

Willamalane Park & Recreation District
Revenue & Expense, Actual vs. Budget

General Fund

For Period	7/1/2019..10/1/2019	YTD Actual	YTD Budget	%Used	Variance

Bond Construction Fund

		YTD Actual	YTD Budget	%Used	Variance
49999	Total Revenue	(1,779.34)	(276,910.00)	0.64%	(275,130.66)
59999	Total Personnel Services	-	-	0.00%	-
69999	Total Materials & Services	-	-	0.00%	-
79999	Total Capital Outlay	276,910.00	276,910.00	100.00%	-
99998	Total Special Payments	-	-	0.00%	-
99999	Total Expenses	276,910.00	276,910.00	100.00%	-
	Total Subsidy	275,130.66	-	0.00%	(275,130.66)

System Development Charges Fund

		YTD Actual	YTD Budget	%Used	Variance
49999	Total Revenue	(28,666.80)	(1,559,870.00)	1.84%	(1,531,203.20)
59999	Total Personnel Services	-	67,217.00	0.00%	67,217.00
69999	Total Materials & Services	-	29,500.00	0.00%	29,500.00
79999	Total Capital Outlay	284,983.64	921,500.00	30.93%	636,516.36
99998	Total Special Payments	-	541,653.00	0.00%	541,653.00
99999	Total Expenses	284,983.64	1,559,870.00	18.27%	1,274,886.36
	Total Subsidy	256,316.84	-	0.00%	(256,316.84)

Willamalane Park & Recreation District
Revenue & Expense, Actual vs. Budget

General Fund

For Period	7/1/2019..10/1/2019	YTD Actual	YTD Budget	%Used	Variance

Dorris Ranch Fund

		YTD Actual	YTD Budget	%Used	Variance
49999	Total Revenue	(58,657.89)	(251,400.00)	23.33%	(192,742.11)
59999	Total Personnel Services	16,976.90	101,501.00	16.73%	84,524.10
69999	Total Materials & Services	2,317.94	50,535.00	4.59%	48,217.06
79999	Total Capital Outlay	19,398.40	99,364.00	19.52%	79,965.60
99998	Total Special Payments	-	-	0.00%	-
99999	Total Expenses	38,693.24	251,400.00	15.39%	212,706.76
	Total Subsidy	(19,964.65)	-	0.00%	19,964.65

Total of Funds on Report	YTD Actual	YTD Budget	%Used	Variance
Revenue	(1,697,739.59)	(21,029,734.00)	8.07%	(19,331,994.41)
Expenses	4,812,222.62	21,060,033.00	22.85%	16,247,810.38

Employee of the Month - November
Allison "Alli" Baldry
Building Maintenance Specialist II

Nomination #1: Special Events & Operations

We are nominating Alli not only because of her positive attitude and work ethic, but because in the past month, when our team has requested extra support with an event or rental, Alli has been there with a smile and an true eagerness to help. She not only provides extra support for our team, but she actively goes above and beyond.

Alli always takes extra initiative to support our facilities, rentals and events even if it is not requested. The other day, she took it upon herself to clean out the pellet stove and bring a manual to assist building attendants at Dorris Ranch. She brings equipment, coaches and supports staff and does all of this with an amazing collaborative approach that is appreciated.

Alli never waivers in her positive attitude and she approaches her work with kindness and thoughtfulness. She has contributed tremendously to the district and to our team in numerous ways. Alli is reliable and thoughtful and a fantastic employee who very much deserves recognition for all her efforts this past month.

Nomination #2: Park Ranger Adam

Allison Baldry continues to impress me with her outstanding implementation of the RECS values. In each of my encounters with Alli in the field, I have witnessed exemplary customer service, fast acting initiative, and a strong work ethic. Her level of proficiency goes above and beyond the expected level of her duties. A few key moments for my nomination are as listed below.

• During the 75th Anniversary lost child crisis, Alli immediately got involved in reuniting children with parents. She kept a friendly and happy demeanor with the lost children while gaining important details to find their parents. To the point that when the parents and kids were reunited, the kids wanted to keep hanging out with Alli.

• While working on graffiti removal at Harvest Landing, Alli voluntarily got involved helping a delinquent teenager in his community service efforts in the park. She connected with the young man, gave helpful advice and a hand, helping to create a positive experience while reconciling his crime.

• Lastly, I have seen Alli stop what she is doing and provide her amazing customer service to our patrons in all my encounters in the field, then promptly return and finish her task. This customer service in itself merits the award because of her professionalism and ability to go above and beyond the expectations of our patrons in each encounter.

Agenda Memo

(Action Item)

TO: Board of Directors
FROM: Eric Adams, Planning, Parks & Facilities Director
DATE: December 11, 2019
SUBJECT: 2019 Dorris Ranch Master Plan Revision

TOPIC

The 2019, Dorris Ranch Master Plan Revision is presented for the Board of Director's approval.

DISCUSSION

Attached to this memorandum is the proposed 2019, Dorris Ranch Master Plan Revision. As previously discussed with the Board of Directors at its September 11, 2019, meeting, there are two primary reasons for the revision: to reflect changing desires for recreation opportunities at Dorris Ranch, and to formally incorporate recently acquired property as part of the overall master plan. Plans presented in the revision reflect public input received through open house events held at Dorris Ranch last spring, as well as comments provided by the public through a subsequent online survey. The plans also incorporate feedback provided by the Board at its September 11th meeting.

Areas nearer to the main public entry to Dorris Ranch remain the focus of new improvements that will diversify recreation options, preserving the commercial filbert orchards to continue their historic function as a revenue source. A key consideration that will shape the type and scale of improvements is whether and how to retain the Briggs House – the revision presents two options for how this could be achieved. Similarly significant is the extent and magnitude of improvements that could occur at the "New Property" (aka former Allen property). A phased development plan is proposed for this additional area of Dorris Ranch.

In addition to presenting updated conceptual plans, the revision identifies factors that should be resolved prior to initiating new development. For example, a strategic market study is recommended to assist with deciding whether to develop an event center at the New Property.

RECOMMENDED ACTION

Staff recommend that the Board of Directors approve the 2019, Dorris Ranch Master Plan Revision as presented.

ATTACHMENTS

I – 2019, Dorris Ranch Living History Farm Master Plan Revision

DORRIS RANCH LIVING HISTORY FARM

MASTER PLAN REVISION

December 2019

DOCUMENT OUTLINE

FIGURES & MAPS

APPENDICES

1. Reynold and Eva Briggs House Report
2. Briggs Advisory Group Meeting Notes
3. Public Outreach Findings

PROJECT BACKGROUND

Dorris Ranch Living History Farm (Dorris Ranch) is one of the most beloved parks in the Willamalane Park and Recreation District (Willamalane). Most visitors come to this park to walk, bike, take family photos, and observe wildlife. For decades, people have continued to return because of its historic charm and diverse landscapes. There have been many studies and plans focusing on this park since being acquired by Willamalane in the 1970's. The most recent planning efforts were conducted in 2008 by a private consultant. This Master Plan update included broad public outreach and research efforts. While many of the recommendations from those efforts are still relevant today, Dorris Ranch has changed a lot over the last 11 years, which warrants revisiting that proposal.

PROJECT GOALS

The following is a list of goals for this plan revision that were developed based on the meetings and outreach efforts held during the planning process:

1. **Integrate newly acquired property into the park's Master Plan.**
   By documenting what is known about the property, we will propose uses and improvements for this space that complement future plans for the rest of the park.

2. **Propose design recommendations for the front entrance area of the park.**
   This plan considers new opportunities presented with the recent property acquisitions.

3. **Develop a separate trail and wayfinding plan for the park.**

4. **Provide guidance for future restoration efforts.**
   These efforts will respond to current site conditions and build upon recommendations established in the 2008 Master Plan.

PROCESS

This Master Plan revision was created using previous studies and reports, staff interviews, site visits, a topographic survey of the northern part of the park, meetings with advisory groups, and focused public outreach. After an initial round of research and analysis, it was determined that there were two main areas of the Master Plan that needed refinement. These areas include:

1. The new property, acquired in 2016.
2. The front entrance of the park.

Three design concepts for each of these areas were generated for consideration by staff and the general public. Findings from these outreach efforts resulted in refining the concepts down to one general concept for the front entrance and a phased proposal for development for the new property. These concepts are included in the "Recommendation" section of this document.

Research

Planning for the design, management, and programming of Dorris Ranch has been extensive since Willamalane acquired the property in the early 1970's. Below is a summary of the research and analysis efforts that have been conducted for the property:

1. **Dorris Ranch Land Use Plan (1979):** Established a vision for the property that included historic preservation and recreational use of the property.
2. **Dorris Ranch Development Plan (1986):** Created a phased approach toward capital improvements on the property. This plan proposed preservation of historic resources on the property.
3. **National Register (1988):** 109 acres of the Dorris Ranch property were listed on the National Register of Historic Places in 1988. This included 76 acres of filbert orchards, the Dorris House, Freezer House, garage building, roads, barns, diversion dam and the swimming pool.
4. **Dorris Ranch Management Plan (2005):** The management plan provides a summary of known conditions of the park and identifies goals and objectives for the property.
5. **Dorris Ranch Facility Condition Observation Report (2008):** This report provides assessments and recommendations for each of the structures located within Dorris Ranch.
6. **Dorris Ranch Master Plan Update (2008):** The plan was a complete update to the 1986 Dorris Ranch Development Plan.

In addition to existing documentation, two new reports/studies have been conducted in recent years that present new information and provide additional context to the park. These reports include:

1. **Phase 1 Environmental Site Assessment for Allen Property (2017)**
2. **Reynold & Eva Briggs House Report (2017)**

Willamalane Advisory Group

The advisory group was made up of 8-12 staff members with knowledge and insight on the operations, maintenance, programming, design, and/or restoration efforts that take place in the park. The advisory group provided recommendations regarding design decisions and the Master Plan revision.

Briggs Advisory Group

Upon completion of the 2017 Reynold and Eva Briggs House Report, Willamalane formed an advisory group consisting of district staff and local historic preservation experts. These professionals had the opportunity to review results from the report and provide feedback. Outcomes from a meeting with this group were documented and are included in Appendix 2.

Public Outreach

Three concepts were created for the front entrance design and were presented to the public with a request for feedback. The public had the chance to review these concepts at an open house event held at the Tomseth House in May of 2019. Approximately 50 people attended this event.

In addition to the open house, a public survey was conducted that gathered feedback on the concepts. This survey was available at the public open house, park kiosks, via email, and on Willamalane's social media channels. Approximately 132 people completed the survey.

More information about each of these efforts, including a summary of findings, is included in Appendix 3. The findings were summarized for the Willamalane Advisory Group and the Willamalane Board of Directors.

An open house and tour of the new property provided opportunities for the public to review concepts considered during the planning process.

DORRIS RANCH SINCE 2008

While there has not been a great deal of site development, there have been some significant changes at Dorris Ranch since 2008 (when the last update to the Master Plan was published). The most significant changes are summarized in this section and are shown on Figures 1 and 2.

CAPITAL IMPROVEMENTS

In 2010, Willamalane constructed a new parking lot, restroom structure and kiosk to mark the westernmost trailhead for the Middle Fork Path. The trailhead is located just north of the Living History Village (under the power lines). From the trailhead, the Middle Fork Path construction included approximately ¾ mile of paved multi-use path through the upland prairie portions of the park that lead to the Willamette Valley where it leaves Dorris Ranch's property and continues east to Clearwater Park. In addition to these improvements, a gate was added at the entrance of the park along with some lighting improvements.

In 2019, a large timber structure marking the front entrance of the park and a new restroom, patio and site improvements adjacent to the barn were constructed. These improvements were funded through a combination of funds from the 2012 Bond Measure and System Development Charge fees.

ACQUISITIONS

In 2016, Willamalane acquired 42 acres of land on the east side of the park from the Allen family. The property included two houses, a large metal workshop, a remnant pond from historic rock mining activity, a domestic pond and excellent views of the Willamette Valley. Ten acres at the northeastern corner of this parcel were sold to Knife River which provided an additional buffer for their rock quarry. This sale also helped offset the cost of property acquisition, leaving 32 acres of Willamalane owned property. In 2017, Willamalane demolished one of the houses that was in very poor condition. The second house, a mobile home, was removed and sold in the same period. Currently, the large metal workshop is the only structure remaining onsite. The Site Assessment section provides additional information on this property.

PROGRAMS AND EVENTS

Dorris Ranch is regularly used for recreation programs and special events, but primary uses of the park have shifted over time. Historically, Dorris Ranch was heavily programmed and had a much larger focus on the Living History features of the park. There was a museum/gift store near the park and a full-time staff member who managed all events, programs, caretakers, the orchard, and wrote grants specifically for Dorris Ranch.

When the 2008 Master Plan was published, the full time staff member, gift store, and museum were no longer in place. However, programming at the Living History Village continued. In addition, the park still hosted summer camps, events, weddings, a garden program, cross country meets, and guided trail talks. Since 2008, programming at the park has decreased while private rentals and events have increased. The Living History program and summer camps remain, but more private user groups are requesting use of the property and the demand for the barn as a rental space has expanded year round.

Currently, Willamalane has no plan for expanding or modifying the programming or event-based use of the property from its current level of use. One of the biggest challenges for public use of Dorris Ranch is coordinating around the schedule for orchard maintenance, which can be a moving target due to seasonal weather. This plan revision starts to explore how the newly acquired property may be able to alleviate some of the inherent tensions between active recreational and educational programming, private rentals, and the logistics of operating a commercial orchard.

TRAIL AND NATURAL RESOURCE EFFORTS

In the last four years, Willamalane has ramped up natural resource restoration efforts at Dorris Ranch. Willamalane partnered with the Middle Fork Willamette Watershed Council and in partnership, received a grant from the Oregon Watershed Enhancement Board. Through this partnership, encroaching fir and other hardwood trees were thinned to reduce competition in the oak woodland area adjacent to the Middle Fork Path. Additionally, Willamalane increased management of invasive species and modified maintenance schedules in prairie areas to benefit these habitats in the park. For example: Willamalane started mowing prairie areas at different times of the year (typically after August 15th) which has allowed native plants to complete their lifecycle and increase seed production. Other restoration efforts have included:

- Herbicide treatments on encroaching woody vegetation in the prairie (primarily rose, teasel, blackberry, knapweed, and scotch broom)
- Mastication and removal of ash trees from some wet portions of the prairie
- Removal of small diameter ash, maple and cherry in the oak woodland
- Treatment of false brome patches throughout oak woodland
- Planting and seeding native species into the restoration project area
- Removal of fencing that was installed around the oak woodland

The Oak Trail was extended approximately 1/4 mile in a coordinated effort with some of the restoration work happening in the oak woodland. This trail extension included construction of two small timber bridges and created a unique opportunity for interpretation and education about restoration efforts at Dorris Ranch.

Updated vegetation and trail maps are included in the Site Assessment section.

ORCHARD MANAGEMENT: FIGHT THE BLIGHT

Willamalane has created an orchard replacement plan to remove filbert trees of the Barcelona variety that have been infected with Eastern Filbert Blight. These trees will be replaced with blight resistant varieties.

The Eastern Filbert Blight is caused by a fungus that infects the buds of the tree and spreads through the bark. The bark darkens, the foliage withers, and the tree dies within eight years of infection. Willamalane's contracted orchard manager has used preventive applications of copper fungicide to fight the blight, but tree replacement is the only long term solution.

In the process of developing this plan, Willamalane entered into a Memorandum of Agreement (MOA) with the State Historic Preservation Office (SHPO). This agreement ensures the preservation of the historical value of the orchards at Dorris Ranch. The MOA includes the following stipulations:

- One orchard of the existing Barcelona variety hazelnut trees will be preserved
- Orchard borders will remain the same
- Willamalane will install interpretive signage relating to the historic nature of the orchards and the orchard replacement (installed in 2017)
- Willamalane will conduct an annual report on progress of orchard replacement

Currently Willamalane is in its fifth year of implementing this plan. To date 14 acres of trees have been removed with the next round of removals scheduled for 2020. Future orchards will be removed in a phased approach and is limited to available funding. Willamalane plans to have all trees replaced within the next 40 years.

Upon completion of the tree replacement, Willamalane is anticipating increased yields in crop production. This increased yield provides potential for increased revenue from fall harvests. Additionally, the need to apply fungicide to the orchards will be significantly reduced.

PARK BOUNDARY

Parking

Restroom/
Storage
Barn

Middle Fork
Path Trailhead

Living History
Village

Tomseth
House

Briggs
House

Front
Cherry
Orchard

Road
Orchard

Dorris
House

MIDDLE FORK PATH

Nursery
Orchard

Snell
Orchard

Pump
House

Cannery
Orchard

Walnut
Orchard

Mann
Orchard

Clump
Orchard

Goat Orchard

IRRIGATION CANAL

7 Acre
Cherry
Orchard

Black Walnut
Orchard

HISTORIC BOUNDARY

Quarry Pond

Knife
River
Property

Domestic Pond
Storage Barn

NEW PROPERTY

Willamette River

FIGURE 1: EXISTING CONDITIONS

DORRIS RANCH LIVING HISTORY FARM

N

Densely planted Pine trees

basalt rock quarry

Rock cliffs

Quarry Pond

Locked vehicle gate

Landing of demolished house

Property sold to Knife River

Domestic Pond

Old storage yard

Densely planted Pine trees

HISTORIC BOUNDARY

Cleared field

Old mining roads

Metal Workshop

Landing of relocated mobile home

Cleared field

IRRIGATION CANAL

WILLAMETTE RIVER

N

0   250'   500'
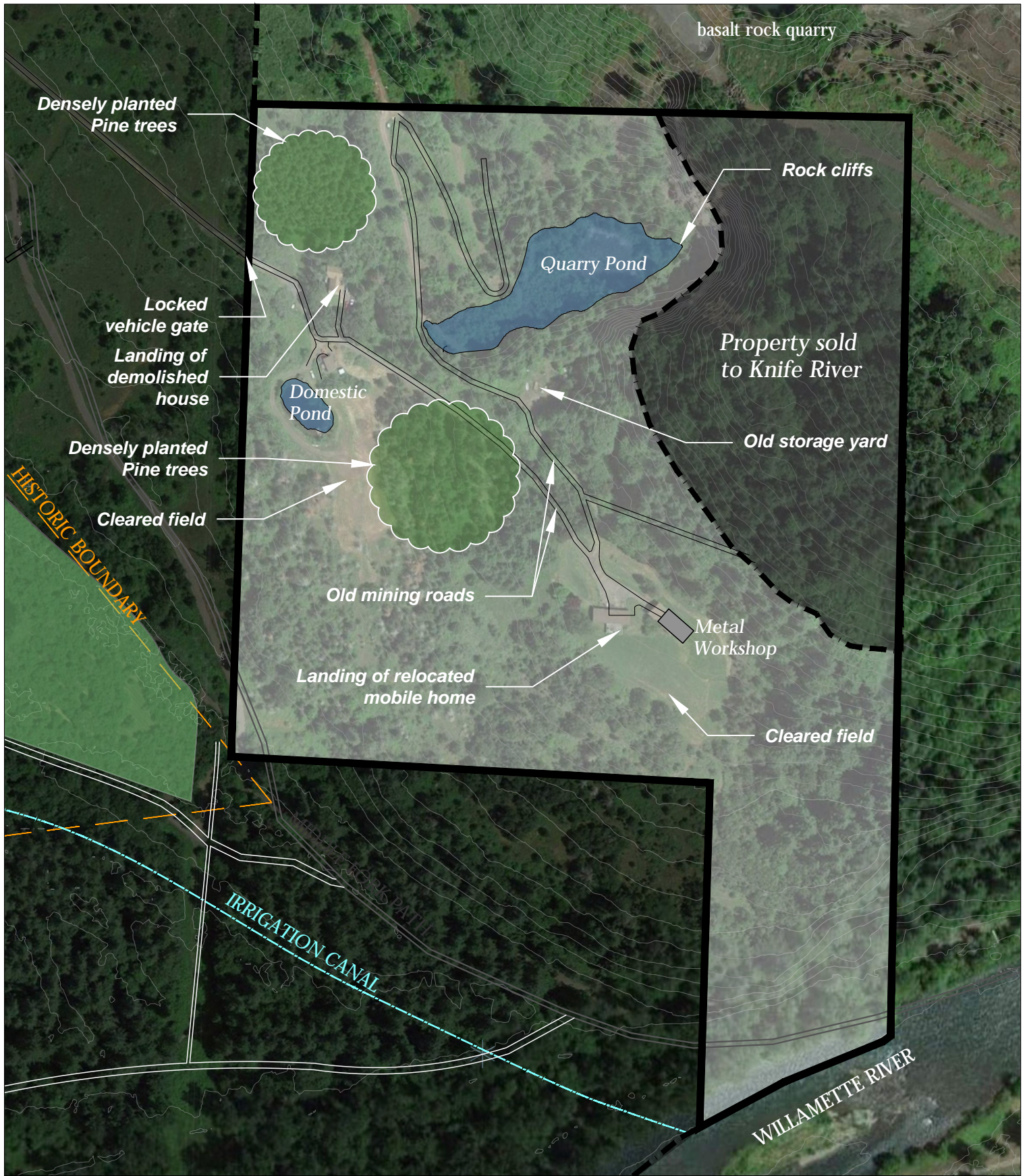
FIGURE 2: EXISTING CONDITIONS

NEW PROPERTY
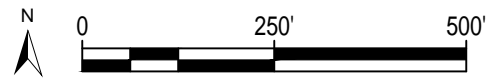
HORIZONTAL SCALE: 1" = 250'-0"

VISION & GOALS FOR DORRIS RANCH LIVING HISTORY FARM

PARK VISION AND GOALS
While planning for this Master Plan, the vision and goals for the park were reviewed by the Willamalane Advisory Committee. During the discussion it was determined that, with one exception, the vision and goals from the 2008 Master Plan are still relevant.

VISION
Dorris Ranch enhances the quality of life in our community through preservation, education, celebration, and passive recreation.

1. Dorris Ranch will preserve key architecture and landscape features to sustain the site's historic character. Resources listed in the National Register of Historic Places will be preserved.
2. Dorris Ranch will maintain operational filbert orchards. The orchards will be continually managed to provide commercial harvests of filberts on an annual basis.
3. Dorris Ranch will place substantial focus on education especially relating to the area's history. Through education programs and preservation of its historic fabric, Dorris Ranch will continue to reflect the enterprise and history of the Dorris family.
4. Dorris Ranch will support a multiplicity of activities onsite. Dorris Ranch will remain active with compatible activities serving many interests in the community.
5. Dorris Ranch will manage rare natural resources including oak woodlands, prairies, savanna and riparian forests. Management efforts will be targeted to perpetuate natural areas that are rare and exceptional in the region.

GOALS
1. Protect the significant historic architectural, agricultural, and landscape resources of Dorris Ranch.
2. Manage the rare natural resources responsibly to perpetuate their existence and health.
3. Provide opportunities for education and appreciation of site and local history.
4. Provide and maintain facilities to support compatible recreation activities, including trails.
5. Manage the filbert orchards to preserve as much historic character as possible, manage disease, and maintain commercial production, while striving to complete implementation of the orchard replacement plan.*
6. Provide facilities and staff support for compatible recreation and special events.
7. Improve public awareness of Dorris Ranch.

Goal number five has been modified from the 2008 plan to better reflect the filbert replacement efforts underway at Dorris Ranch.

SITE ASSESSMENT UPDATES

This section will primarily focus on documenting existing known conditions for the newly acquired 32 acres adjacent to Dorris Ranch since site analysis was not conducted for this portion of the park during the 2008 Master Planning process. In addition to the new property, natural resources will be briefly touched on as the spread of invasive species and restoration efforts occurring within the last ten years with have modified the habitat cover that was identified in the 2008 Master Plan. The final section will discuss existing trails and wayfinding onsite to provide a foundation from which future recommendations can be made.

A bird's eye view of the new property. The large clearing with the metal workshop building is a key destination on the property.

NEW ACQUISITION

This 32-acre parcel is located on the southeastern border of the Dorris Ranch park boundary and is accessible by a 10 foot wide gravel road that extends approximately 1/2 mile from the main park entrance. Access to the property is currently limited by a secured vehicle gate. The only existing amenities available on the property are the large (30'x60') metal structure that is currently used as storage by Willamalane, a domestic pond historically stocked with fish, a larger pond that is a remnant from historical rock quarry mining activities, stands of pine tree plantings, natural areas, and several overgrown gravel roads (See Figure 2). The key feature of the property is the large clearing where the mobile home previously stood. This location provides excellent views of the Willamette Valley on a clear day. Below is a consolidated summary of information that is currently known about the property. This information comes from the Phase 1 Environmental Assessment that was conducted for the property prior to acquisition as well as general research conducted by staff.

Zoning and Land Use
The property, like the rest of the park, is located within the urban fringe of Springfield. The City of Springfield has the property zoned as "Quarry and Mine" and the Metro Plan Diagram designates the land as "Sand and Gravel." Any park and recreational improvements will require Site Plan Review with the City of Springfield, and may not be permitted without rezoning. In addition, the Metro Plan diagram will likely need to be updated to reflect the new park and open space proposed use. This process may require a Type III review procedure and/or a traffic impact study.

Access
The gravel road mentioned above is the main access point to the property. There are several abandoned gravel roads and old OHV routes throughout the property that could provide connectivity to the adjacent Middle Fork Path or Knife River property to provide an additional emergency access.

Preliminary discussions with the City of Springfield indicate that occasional vehicle access related to private rental use of the property may not trigger requirements for significant improvements to the existing gravel access road. However, at a minimum, the road would need to be improved to meet fire code requirements. In addition, if adequate parking cannot be provided on the property for future proposed uses, the City would be amenable to accounting for parking at the main entrance of the park to meet parking quantity code requirements. This strategy would require some type of shuttle service from the main entrance to destinations on the new property.

Topography
Elevations on the property vary from 460 ft. to 900 ft. sloping to the south and southwest towards the Middle Fork Willamette River. The steepest portions of the property lie along the southern edge, along the Willamette River and on the eastern edge of the property.

Hydrology
Intermittent streams and drainage ditches exist on and adjacent to the site, which eventually discharge into the Willamette River. There are two ponds which collect some of this drainage. For purposes of this assessment, we refer to one as the Quarry Pond and the other as the Irrigation Pond.

The Quarry Pond is a remnant low spot that was created from historic rock quarry mining onsite. The pond is large (approximately 400'x100') but shallow, and is listed on the National Wetland Inventory. The pond is ephemeral and dries up during summer months. Access to the pond is limited to the westernmost corner. Steep slopes surround the rest of the pond with large rock cliffs bordering the easternmost edge.

The Irrigation Pond is also manmade. Prior to Willamalane's ownership of this property, water was pumped from the Willamette River to feed this pond for irrigation and other non-potable uses. Currently the pond is fed from natural sources. An informal assessment of the pond indicated that it is about 100'x 55' with a depth of approximately 12 feet at its deepest point. There is a narrow and overgrown gravel road surrounding the pond. Access is limited by dense vegetation growth on all sides of the pond.

Water and Sanitary
Willamalane believes there are two wells on the property but only one location is known. This well is located by the site of the main residence at the overlook and previously served both residences. Well records indicate that it is 269 feet deep and was installed in 1978.

A large (2,000 gallon) cistern is located just upslope from the main overlook. This was used for fire suppression.

Both former residences were connected to septic systems. The septic tank for the main house at the overlook is located on the south side of the building footprint and the drain field supposedly exists in the lawn area just east of the driveway. The location of the septic and drain field for the lower residence are unknown and were not found during demolition of the structure.

Utilities
Electricity is provided to the property by Springfield Utility Board (SUB) and is fed from a transformer on an above ground pole running along the western edge of this parcel.

Natural Resources
Historically the site was open oak prairie and woodland. Today, much of the property has been altered by human use and encroaching vegetation. Currently the southern and eastern boundary of the site are comprised of mixed conifer and deciduous forests. The central and western portions of the property are significantly altered and contain clearings, many invasive species and stands of pine trees planted by previous residents. A formal vegetation study has not been performed for this property and may be beneficial in helping to prioritize future restoration efforts and guiding future development.

Cultural Resources
Cultural resource studies conducted for the construction of the Middle Fork Path indicate that there may be some pre- and post-settlement resources adjacent to or on this parcel. A full cultural resource study for this property would be needed prior to any future development.

NATURAL RESOURCES AT DORRIS RANCH

Recent restoration efforts have made dramatic impacts to both the oak woodland and upland prairie areas within the park. The removal of stands of Oregon Ash previously shown in the upland prairie zone of the 2008 Vegetation Map is now reflected in the updated 2019 Vegetation Map (Figure 3). Other areas of the park have not been managed and continue to suffer from vegetation encroachment and invasive species. The diminishing habitat value in these zones is not something that can be captured on the updated map, but is worth noting as a condition that will continue to persist and develop until best practices outlined in the 2008 plan, and further elaborated on in this plan, are fully implemented.
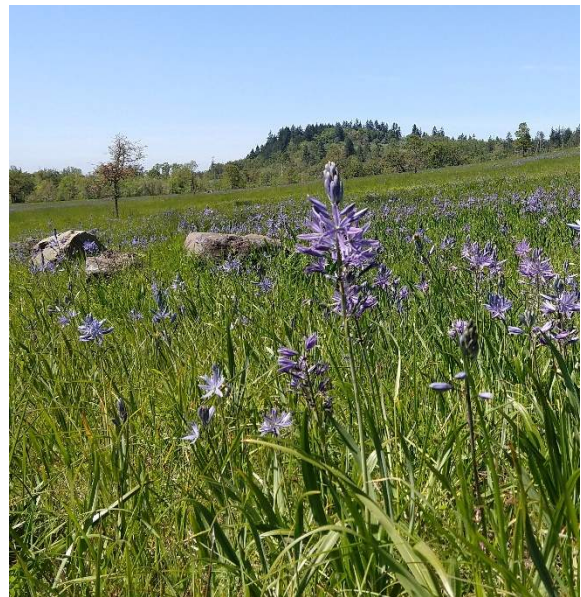
Blooming Camas throughout the prairie are a spring attraction for park visitors.

Legend

- —·—·— site boundary
- ——— existing roads
- ·········· existing trails
- ▪ existing structures

- cottonwood/oregon ash
- heavy use
- incense cedar
- maple

- maple/douglas fir
- maple/oregon ash
- oak woodland
- open

- orchard
- oregon ash
- powerline corridor
- upland

- ▨ false brome < 5% cover
- ▨ false brome 5-30% cover
- ▨ false brome 31-60% cover

Map labels:

MAPLE
OAK WOODLAND
OAK WOODLAND
POWERLINE CORRIDOR
OAK WOODLAND
OAK WOODLAND
MAPLE/OREGON ASH
ORCHARD
OAK WOODLAND
HEAVY USE
OPEN
OREGON ASH
ORCHARD
MAPLE
OREGON ASH
MAPLE/OREGON ASH
OAK WOODLAND
UPLAND
OREGON ASH MAPLE
MAPLE
HEAVY USE
INCENSE CEDAR
INCENSE CEDAR
MAPLE/DOUGLAS FIR
ORCHARD
ORCHARD
MAPLE/OREGON ASH
COTTONWOOD/OREGON ASH
MAPLE
ORCHARD
MAPLE/DOUGLAS FIR
MAPLE
COTTONWOOD/OREGON ASH

FIGURE 3: VEGETATION AND FALSE BROME
2019 DORRIS RANCH MASTER PLAN REVISIONS

0 ft   200 ft   400 ft

N
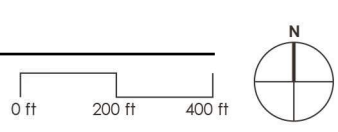
TRAILS AND WAYFINDING

Trails at Dorris Ranch are a combination of remnant roads developed for resource management (e.g. orchards, irrigation canals, rock quarry), roads currently used for orchard management, intentionally developed trails, user created trails, and now the Middle Fork Path multi-use trail. While the 2008 Master Plan did not include a thorough analysis of existing trails, a couple of improvements under this category are worth noting and including in the analysis for this revision.

New Paths and Trails

Existing paths at Dorris Ranch.

The largest addition to the park was the development of the Middle Fork Path, a multi-use path that extends from a new trailhead just north of the Living History Village, approximately ¾ mile to the southeast corner of the property, where it continues along the Willamette River and eventually connects to Clearwater Park. In addition, a new trail segment was built that continues from the terminus of the Oak Trail, through the restored oak woodland, and connects users to the Middle Fork Path approximately 1/4 mi. further south than it previously did. This trail segment was built in coordination with restoration efforts occurring in the area.

Signage and Wayfinding

Wayfinding in the park currently consists of three kiosk structures and various directional signs located adjacent to the parking areas and throughout the trail system. An assessment conducted by staff in 2016 indicated that there are numerous inaccuracies, inconsistencies, and missing pieces of information relating to wayfinding, maps, and interpretation available at the park. A full assessment of the current signage in the park was conducted as part of this planning process.

The 2008 plan did not address signage in detail. However, several signage related improvements have been made since that time. These include:

- The addition of a new information kiosk at the trailhead of the Middle Fork Path. This kiosk includes a map focusing on the Middle Fork Path along with some cultural resource interpretive information.

- The main kiosk for the park was relocated from the parking area to a location closer to the orchards within the front prairie. This move was done in 2017 in an effort to redirect walkers from accessing orchard trails via the gravel road adjacent to the barn (where private events are held) and instead having them use a new trail segment that connects them to the orchards closer to their point of entry.
- A new entrance structure was built at the front entrance to the park in 2019. This structure replaces the previous, smaller sign that was demolished several years earlier in a snow storm. This new structure provides a much grander entrance to the park.

Lastly, in 2017 a dedication ceremony was held in the naming of the trail system at Dorris Ranch after previous superintendent, Gary Walker. Gary Walker was the superintendent of Willamalane from 1969-1982 and played an integral role in acquiring the Dorris Ranch property. Signs were updated on the main kiosk to reflect this new name and to include information about the significant contributions Gary Walker made during his time of leadership at Willamalane.

For an assessment of current trails, in addition to proposed future trails, see the Gary Walker Trail and Wayfinding Plan (Figure 8), which is discussed further in the Recommendations section of this document.

RECOMMENDATIONS

Recommendations included in this section relate directly to the goals that are set out for this project and address the newly acquired property, revisions to the front entrance, trails/wayfinding, and natural resources.

RECOMMENDATIONS FOR NEWLY ACQUIRED PROPERTY

This unique property presents multiple opportunities and challenges for future development. While many of these are summarized in the Site Analysis section of this document as well as in the public outreach summary provided in Appendix 3, a quick summary of these is warranted prior to discussing recommendations given that the property is new to Willamalane.

Review of Opportunities and Challenges
The main opportunities for the site include:

- Overlooks at the main clearing and several other locations boast sweeping views of the southern Willamette Valley;
- Remoteness of the site provides a sense of privacy and solitude that is rare so close to an urban area;
- Privacy of the site provides an opportunity for rental use that wouldn't experience as much conflict with public use of the park or orchard management practices;
- Onsite topography provides a recreational experience that is not available elsewhere in the park and in relatively few places throughout Willamalane's park system;
- Ponds present opportunities for both habitat and recreation; and
- Existing utilities could reduce costs for future development.

The main challenges for the site include:

- Initial investment will likely need to be made towards rezoning and updating the Metro Plan designation for the property prior to proposing any development (current zoning is consistent with prior quarry and mining activities);
- Remote nature of the site presents challenges for monitoring use and managing undesirable activity;
- Topography and rocky soils limit space available for development without significant amounts of additional work or cost; and
- Space for parking is limited on the property and a shuttle may be required for certain proposed uses.

In addition, several unknowns exist that could significantly impact project costs. Some of these include: condition of existing well, condition of septic and drain field, exact city requirements for parking and the existing gravel road that may be triggered by proposed new uses of the site, unique and/or protected vegetation onsite, and geotechnical site conditions that could drive costs for building foundations and paving.

Proposed Uses
Despite the potential challenges associated with development occurring at this site, some level of development is still being proposed with the understanding that Willamalane will continue to learn about the property and conduct feasibility studies as required. With this in mind, the proposed uses that

attracted the most attention throughout the planning process from Willamalane staff and the general public fall into two concepts identified as: (1) Hiker's Destination, and (2) Community Gathering. Improvements proposed under the Hiker's Destination concept are generally less extensive in scale and expense; and they received more support from the general public. Improvements proposed under the Community Gathering concept are much more substantial and will require significant funds and feasibility studies in order to be implemented. These improvements received greater support from staff and board members as they offer benefits such as revenue generation, increased programming capacity, and potential resolution of issues associated with similar types of uses currently occurring in the front entry area of the park.

The Hiker's Destination concept does not preclude the eventual development of the Community Gathering concept. Therefore, it is recommended that the Hiker's Destination be considered as a first phase of development for the property and Community Gathering be a second phase of development that is implemented as funding allows. Phase one will enable more immediate use of the property and has the potential to generate revenue to contribute towards the development of phase two.

Phase 1: Hiking Destination

The first phase of development proposed for the new property capitalizes on the scenic vistas and the sense of solitude existing onsite. It does not propose to introduce any new uses to the park, but rather expand on existing uses and serve as an additional destination point for users already visiting the park. Proposed improvements for this phase of development are described in more detail below. Each improvement is numbered in coordination with the concept shown on Figure 4.

1. PICNIC AREA AND SHELTER
   Provide water, shade, and seating for visitors to sit and enjoy the scenery at the main lookout. The shelter structure could be used for private rentals and would be sized to accommodate smaller group gatherings (30-60 people). Ideally the shelter would be designed to have the ability for it to be enclosed and locked (i.e. using sliding doors or removable panels) in order to minimize risk of it being a destination for un-programmed or after hours use.

Example of an enclosed picnic shelter.

   The shelter is positioned so it does not block views for those picnicking in the open lawn area when the shelter is not in use. Minimal lighting and water access is proposed as part of this improvement.

2. HABITAT RETENTION BASIN
   Vegetation is allowed to encroach around edges of pond with the goal of limiting public access and preserving its habitat value. Vegetation should be managed to promote the growth of native aquatic species along the edges of the pond. There is opportunity for a wooden

boardwalk, benches, and interpretive signage to be placed adjacent to the pond. In addition, any required onsite stormwater treatment resulting from other proposed improvements, both now and in the future, could overflow into this basin, providing an additional opportunity for interpretation.

3. OPEN FIELD/PICNIC AREA
   This area serves as an informal gathering space for school groups, programs, and picnickers. To allow for this type of use, vegetation should be managed to maintain the openness of the space. Picnic tables could be provided for informal picnicking accessed by recommended trail expansions.

4. TRAILS
   New trails are proposed throughout the property and connect to the existing trail network within the Gary Walker Trail system and the Middle Fork Path. Trails provide access to overlook locations, ponds, picnic areas and provide general navigation around the site even during private rental use at the shelter.

5. OVERLOOK BENCH
   One or more benches are proposed at the upper most point of a switchbacking trail system along an old gravel access road. This provides a destination for hikers wanting to gain elevation for a more rigorous hiking experience. A map identifying distant landmarks could be provided for additional context to trail users.

6. PARKING
   Approximately 15 parking spaces are provided to meet minimal demands for private use or Willamalane programming of the picnic shelter. This includes one required accessible parking space. A roundabout provides a turnaround for large vehicles and fire trucks.

7. OVERFLOW PARKING AREA
   Additional parking is provided at an existing levelled clearing approximately 300 feet from the formalized parking lot. This graveled lot could accommodate approximately 16 additional spaces.

8. PORTABLE RESTROOM STRUCTURE
   A covered shelter is proposed for placement of portable restrooms.

9. OBSERVATION DECK
   A floating observation dock provides visual access into the pond. This observation area can be used by educational groups and hikers interested in looking for birds, tracks, or aquatic species.

10. HABITAT RESTORATION
    Restore habitat value to the most impacted areas of the property per the recommendations identified in the Natural Resource section.

NEW PROPERTY, PHASE 1
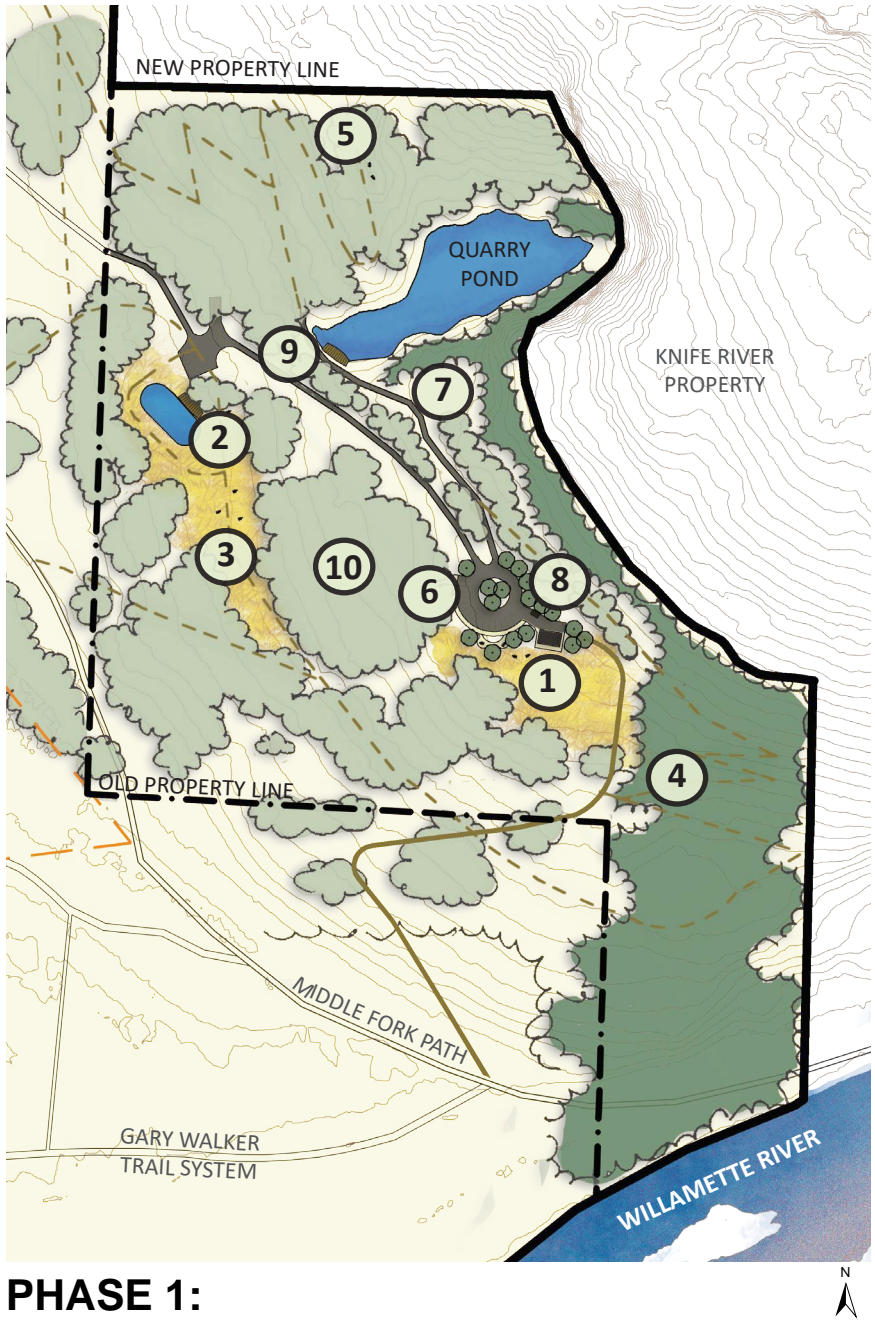
1 - PICNIC AREA AND SHELTER
Provide water, shade, and seating for visitors to sit and enjoy the scenery at the main lookout.

2 - HABITAT RETENTION BASIN
Allow vegetation to encroach around edges of the pond with the goal of limiting pubic access and preserving habitat.

3 - OPEN FIELD/PICNIC AREA
Maintain as an informal gathering space for school groups, programs, and picnicking.

4 - TRAILS
Provide new trails throughout the property that connect to the existing Gary Walker Trail System.

5 - OVERLOOK BENCH

6 - PARKING
Approximately 15 parking spaces are provided for small rentals and program use.

7 - OVERFLOW PARKING AREA

8 - PORTABLE RESTROOM STRUCTURE

9 - OBSERVATION DECK
A floating dock provides a dedicated space for bird and wildlife viewing.

10 - RESTORATION
Implement natural resource management strategies to improve habitat quality within natural areas throughout property.

PHASE 1:
HIKER'S DESTINATION CONCEPT

A multi-purpose room in the proposed utility building could provide space for bunk beds, tables for meetings, or space for event staging.

Forest Learning Shelter at the Smith

The Smith Homestead Forest Learning Shelter at the Tillamook State Forest in Oregon provides a rental space similar to that proposed at Dorris Ranch.

An overnight camp facility at the new property was one concept that was favored by staff and the public during public outreach efforts.

Phase 2: Community Gathering

The second phase of development takes advantage of the scenery and privacy of the site for development of a community gathering space. This phase of development expands on what was completed in phase one and proposes a multifunctional design for additional structures that accommodate a multitude of different user groups and uses (e.g. weddings, community events, Willamalane programs, outdoor school programs, overnight camps, etc.). A market analysis and further assessment of local demand is recommended prior to design development to better define the target user groups for this site so the design can be refined accordingly. Regardless of the determined future target user groups, flexibility should be prioritized in the design so the space can accommodate as many interested user groups as possible. It should be noted that water and septic would be significant factors to consider in determining feasibility and project cost for this phase. New improvements proposed in this second phase of development are shown on Figure 5 and described in more detail below.

1.   UTILITY BUILDING

This building provides amenities that support the accommodation of larger events. Such amenities may include: a kitchen for catering, restrooms, showers, storage, a changing room, and general multi-purpose meeting room that could accommodate tables or bunks.

2.   GATHERING BUILDING

Indoor space for up to 200 people for programs and events. This larger building would be strategically oriented to capture key viewpoints and would have large opening doors to allow events to overflow onto the lawn area. The building would have an open floor plan and could be enclosed for year-round use. Materials that complement the building's surroundings (i.e. wood and stone) should be thoughtfully incorporated into its design. In addition, a large fireplace would add to the structure's ambiance and attendees' comfort during off-season or fall/winter use and could be designed to mimic the one at Peter's Lodge, a cabin used for community gathering that historically existed at Dorris Ranch.

NEW PROPERTY, PHASE 2
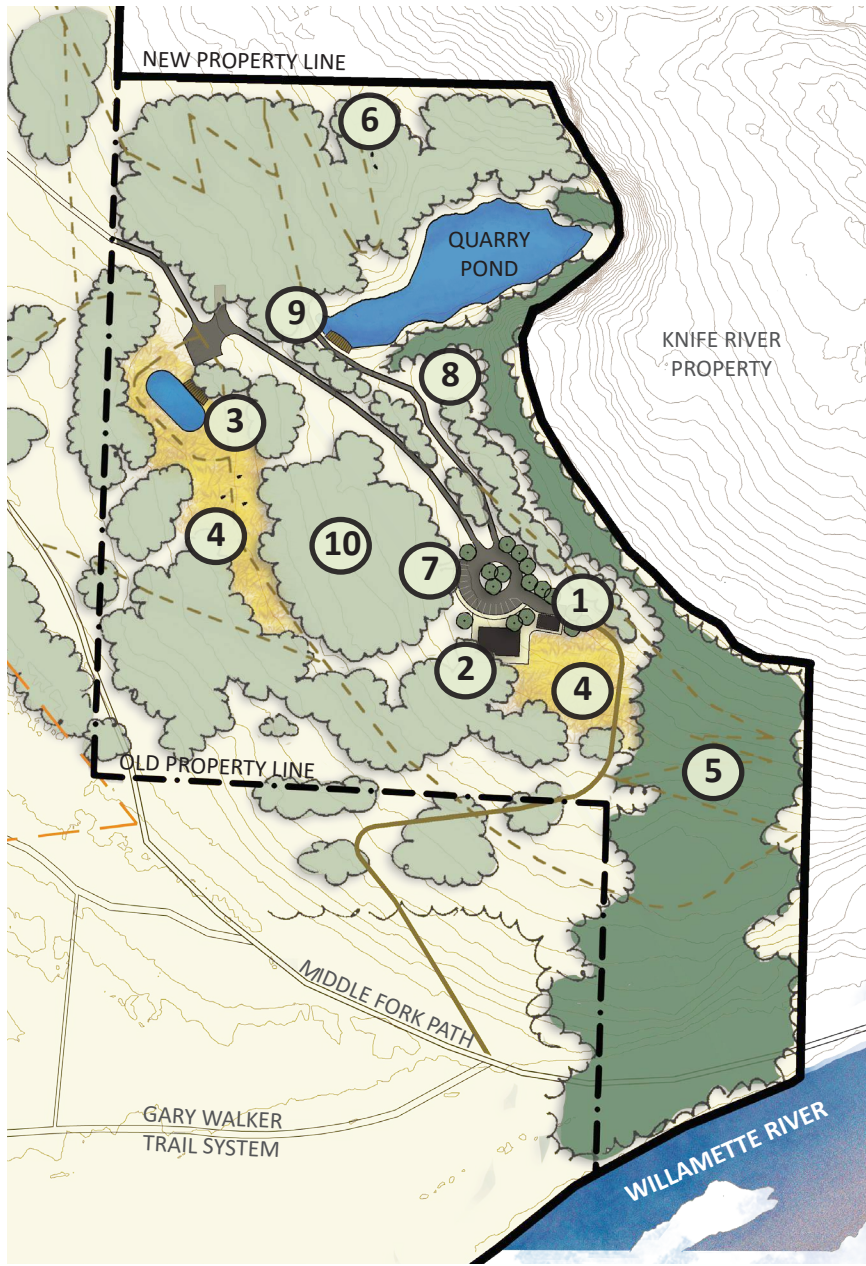
1 - **UTILITY BUILDING**
Provide amenities that support large events (e.g. kitchen, restrooms, storage, or general multi-purpose room).

2 - **GATHERING BUILDING**
Indoor space for up to 200 people for programs and events.

3 - **HABITAT RETENTION BASIN**
Allow vegetation to encroach around edges of the pond with the goal of limiting pubic access and preserving habitat.

4 - **OPEN FIELD/PICNIC AREA**
Maintain as an informal gathering space for school groups, programs, and picnicking.

5 - **TRAILS**
Provide new trails throughout the property that connect to the existing Gary Walker Trail System.

6 - **OVERLOOK BENCH**

7 - **PARKING**
Approximately 15 parking spaces provided for small rentals and program use.

8 - **OVERFLOW PARKING AREA**

9 - **OBSERVATION DECK**
A floating dock provides a dedicated space for bird and wildlife viewing.

10 - **RESTORATION**
Implement natural resource management strategies to improve habitat quality within natural areas throughout property.

PHASE 2:
COMMUNITY GATHERING CONCEPT

RECOMMENDATIONS FOR FRONT ENTRANCE

The front entrance of Dorris Ranch incorporates the most heavily used portions of the park and includes most of the structures, parking, trailheads, all rental space and much of the programmable space. The primary challenge with this portion of the park is the conflicting requirements associated with private rentals, orchard management, Willamalane programs, and frequent public use. The acquisition of the new property presents opportunities to minimize some of this tension by relocating large private rentals and some programming to that more private location. By doing this, the need for the new event center within the front entrance area of the park, as proposed in the 2008 Master Plan, is removed.

Aside from this, one additional use and some general design modifications are proposed for this area in this revision. These are shown in Figures 6 & 7. Much of what is proposed remains the same and is built upon design principles identified in the 2008 plan. One of these principles is maintaining an openness in the front entrance area of the park and preserving sightlines to historic features. Another design principle stresses the importance of consolidating intensive use and development to the front entrance area in effort to preserve the rest of the park for agricultural or natural area functions.

One of the biggest unknowns associated with this part of the park are future plans for the Briggs House. The 2008 plan called for removal of the structure, but in light of some evidence and public concern over historic value of the house, Willamalane has been hesitant to immediately move forward with this recommendation. In its current state the structure is providing no value to Willamalane or public, yet instead it functions as an attractive nuisance. In effort to move closer to a decision on the future of this structure Willamalane hired a consultant to propose options for future alternatives and their associated costs (*Peter Meijer Architect, PC, 9/29/17, The Reynold & Eva Briggs House Report*). Unfortunately preservation of this structure was presented at a very large price tag and the reality is, unless Willamalane can identify significant external funding sources, it is unlikely the structure can be preserved. While Willamalane continues to struggle with this decision, this plan proposes two separate concepts to account for either future reality. Concept 1 proposes a plan assuming preservation of the Briggs House. Concept 2 proposes a plan assuming demolition of the house.

Concept 1 (Assumes restoration of the Briggs House)

1.   PICNIC & NATURE PLAY AREA
The formal picnic area includes paths leading to picnic tables dispersed throughout preserved oak savanna. Picnicking was one of the most desired improvements identified during public outreach.

In addition to picking, some nature play elements are proposed to be scattered throughout the three habitat zones that exist or are being proposed in this concept. Nature play, in this instance, can be defined as

use of natural materials (i.e. wood, rocks, sand, plants) to create opportunities for kids to play and explore. These types of improvements typically don't require large amounts of development. While some play elements may be visibly apparent from afar, it isn't until the children are invited to explore the meandering trails that they discover others.
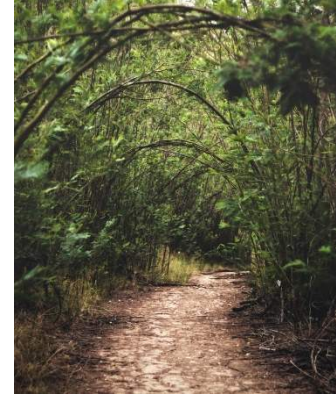
The three habitat types or zones identified in the concept include: Wetland Play, Prairie Play and Oak Savanna Play. Examples of the types of nature play improvements that could be included for each of these zones include:

a. Oak Savanna Play: stacked logs for climbing or balancing, stumps set in round for hopping from one to the other, slide from wooden lookout fort.
b. Wetland Play: Willow tunnels or sculptures large and small, sculptures of aquatic species that can be climbed or interacted with, a bird watching platform, boardwalks, or a permanently installed magnifying glass for checking out critters.
c. Prairie Play: boulders to climb or hop on, tunnels to climb through, narrow trails

2. PICNIC SHELTER
This large shelter would be available for private rentals and would be open to the general public when not in use. This shelter could accommodate groups of up to 75 people. It would include some lighting and would be positioned close enough to the parking lot for clear sightlines to the structure in effort to increase security.

3. COMMUNITY AGRICULTURE
Approximately 1 ½ to 2 acres of land is available for agricultural purposes. Any agricultural use would require some supporting infrastructure such as fencing and tool sheds. Willamalane would need to determine whether water demands for the proposed type of agricultural practice would warrant the demand for a new well in this area and whether a new well is feasible.

This type of use would require Willamalane to develop new programming or would require a partnership with a third party to assist with management of the project. Based on preliminary discussions with existing organizations doing similar work in the region, the lack of public transportation to the park and lack of density of housing surrounding it make it a less than desirable location for the typical models of community gardens that many of us are familiar with. However, for other reasons,

the site remains an attractive site for some form of agriculture to occur. Willamalane should remain open to working with partners interested in developing both typical and nonstandard models of community agriculture. Regardless of the model used, it should incorporate opportunities for community involvement and education.

Willamalane should assume there is a minimum of one year investment in prepping this land for agricultural use. Filbert trees would need to be removed and soil would need to be remediated. The OSU extension office recommends that at least two cycles of cover crop be planted and tilled under to assist with soil remediation after years of spraying.

4. DEMONSTRATION CROPS
   A small patch of existing filberts adjacent to the barn are replaced with other crops planted historically at Dorris Ranch. A couple options include fruit trees or hops. Willamalane investment in management and maintenance of these crops would be necessary unless a partnership can be made with a third party organization to manage them for us.

5. ADDITIONAL ENTRY/EXIT
   Add one additional point of entry and exist to the parking area.

6. STORMWATER BASIN
   The basin would be constructed in an existing natural low point and surrounding areas would be graded to direct additional water into it for storage and treatment. Native plants should be used along with other features that would help it function better as an educational and play destination.

7. NEW RESTROOM AND KIOSK
   With proposed parking expansions, there is need to define the intended entrance point for park users so impacts can be controlled and wayfinding made clear. A new restroom and kiosk structure would assist with this, while also serving those using adjacent park features such as the shelter or nature play areas.

8. EXPANDED PARKING
   Approximately 140 parking spaces are dispersed throughout front entrance area. Parking configurations are modified from what is shown in the 2008 plan in effort to minimize hard surfaces within historic portions of the park, to develop under already disturbed portions of the site (under the power lines), and keep parking areas visible from the road where they can be monitored more easily. Parking quantities have also been reduced from what was included the 2008 plan by approximately 100 spaces. Willamalane believes this quantity would be adequate to meet demands for regularly planned programs and events. Larger events and programs may require overflow parking to occur along the gravel roads where parking currently occurs (approximately 70-100 additional spaces).

   Approximately 20 of the proposed parking spaces are located in a small lot adjacent to the Briggs House. This lot would allow a minimal amount of parking to provide direct access to the Briggs House for program and rental use and could be gated to control public access. This parking lot would be located behind the hill the house is constructed on and be less visible from central parts of the front entrance area.

9. GATED ACCESS
   Vehicle access beyond this point is limited to Willamalane staff, orchard managers, and rental and event use.

10. BARN AREA
    The barn and associated buildings continue to serve as an event venue and focal point of the park. Demand for events and rentals at this location may shift after phase two recommendations are implemented at the new property; however, this structure will continue to accommodate summer camps and Willamalane events into the future.

11. TOMSETH CULTURAL RESOURCE AND NATURE CENTER
    The Tomseth House can continue to be used for private rentals for the immediate future; however, once proposed improvements at the Briggs House and the new property are complete the use of the house will shift to serve the Living History Village and other educational programming of the site. This plan proposes that the downstairs portion of the house is used as a cultural and natural resource center. It can also continue to provide an indoor place for students to eat during their visits to Dorris Ranch with school programs.

    Floorplan for upstairs of Tomseth House.

    The upstairs of the house is proposed to be used as a caretaker's residence. Dorris Ranch has historically had caretakers live onsite and assist with management and/or oversight of the property. With the proposed improvements in this plan, multiple opportunities for caretaker assistance exist. Some of these include maintenance or management of the natural resource areas, paths, structures, community agriculture, or assistance with historic preservation opportunities onsite. A constant presence within such a central location of the park would increase security and awareness of what happens there. The upstairs portion of the house is already set up to accommodate this use and includes two small rooms, a small kitchen/gathering space, and restroom.

12. EXPANDED PARKING
    The parking area for trailhead users is expanded to provide additional parking along with bus parking and a bus turnaround. School programs will be encouraged to use this as a staging point for Living History Programs. It allows students to be dropped off adjacent to a restroom and at the closest point to the Living History Village. This minimizes the need for buses to enter other portions of the park and provides a safe place for buses to park and turnaround.
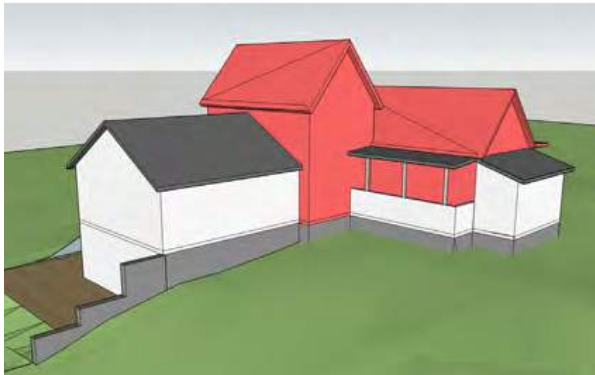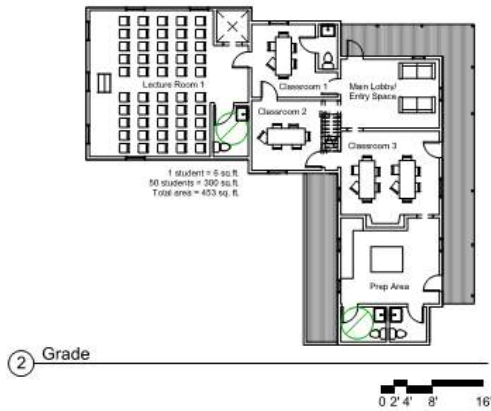
Proposed rehabilitation concept from the Reynold and Eva Briggs House Report. See full report in Appendix 1. .

13.   BRIGGS HOUSE

In this concept the Briggs House is rehabilitated to serve as rental and classroom space. This was the preferred option from the Eva and Reynold Briggs House Report (Appendix 1) from both staff and the public. This concept expands the building's original footprint so it can serve larger groups (approximately 50 people), and maintains the main (eastern) elevation of the building. Proposed meeting and classroom spaces are designed to be flexible so they can serve multiple functions. According to the report, the cost to stabilize the structure and make these proposed renovations would be approximately $852,000. The report notes that revenue generated from this structure could assist with paying for proposed improvements.

14.   OVERFLOW PARKING

Overflow parking can occur along the edges of the existing gravel roads during private rentals and large events.

FRONT ENTRANCE, CONCEPT 1 (Preserve Briggs House)
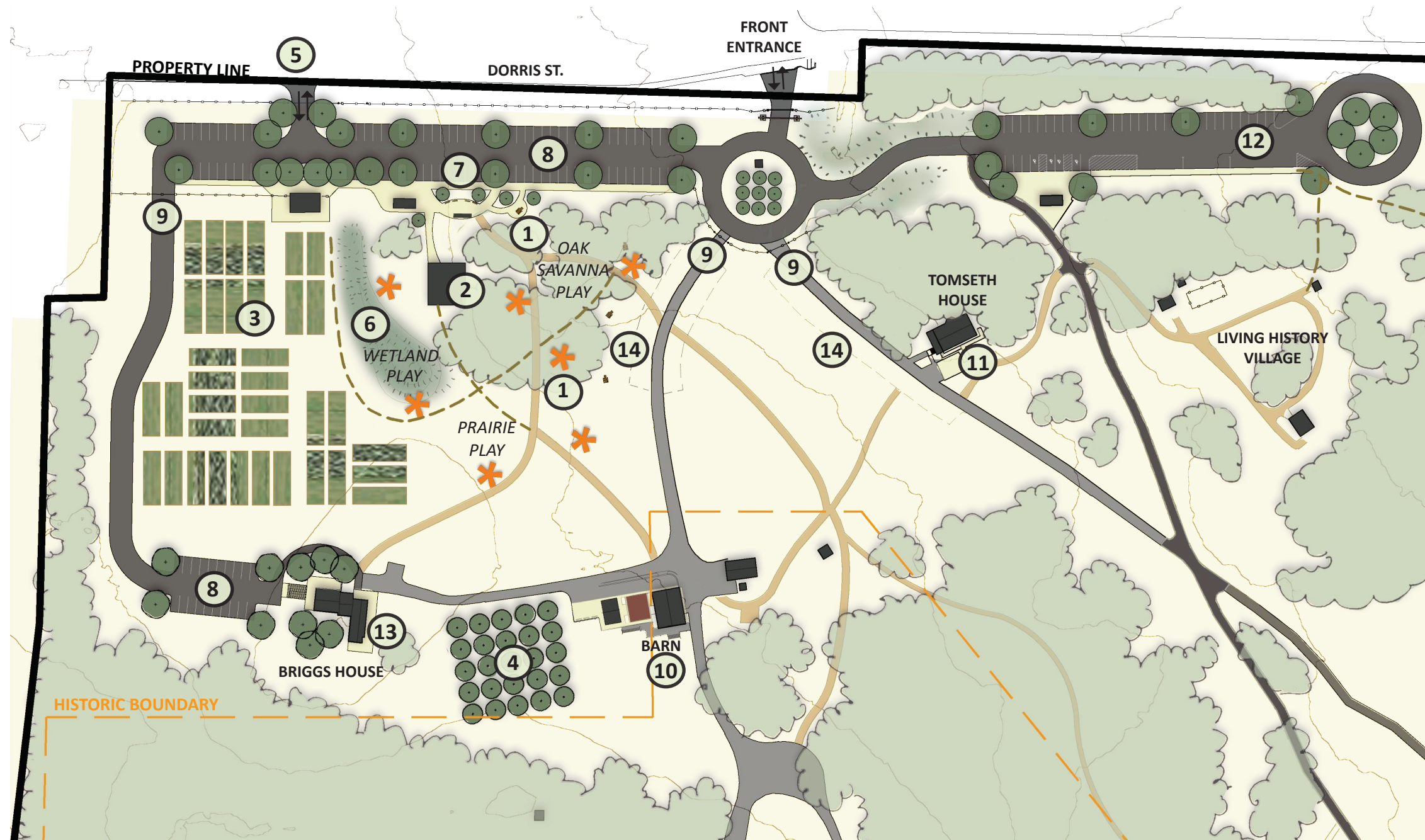
1 - **PICNIC & NATURE PLAY AREAS** ✳
Formal picnic area includes paths, concrete pads, and tables dispersed throughout preserved oak savanna. Nature play elements are scattered throughout the wetland, prairie, and oak habitats.

2 - **PICNIC SHELTER**
Large shelter available for rentals.

3 - **COMMUNITY AGRICULTURE**
Includes tool shed, fencing, and irrigation.

4 - **DEMONSTRATION CROPS**
Existing filberts are replaced with fruit trees or other crops planted historically at Dorris Ranch.

5 - **ADDITIONAL ENTRY/EXIT**

6 - **STORMWATER BASIN**

7 - **NEW RESTROOM/KIOSK**

8 - **EXPANDED PARKING**
Approximately 140 parking spaces are dispersed throughout front entrance area.

9 - **GATED ACCESS**
Vehicle access beyond this point is limited.

10 - **BARN AREA**
Continues to serve as special events venue.

11 - **TOMSETH CULTURAL RESOURCE/NATURE CENTER**
Downstairs portion is used as a cultural resource/nature center and upstairs portion is used as a caretaker's residence.

12 - **EXPANDED PARKING**
For buses and Middle Fork Path trailhead users with bus turnaround.

13 - **BRIGGS HOUSE**
Briggs House is rehabilitated to provide rental and classroom space.

14 - **OVERFLOW PARKING**
For use during large events and private rentals.

Concept 2 (Assumes demolition of Briggs House)
This concept proposes what would happen at the location of the Briggs House if the house were demolished. Given the significance of the Briggs House as the original farm house for the property, this concept proposes the building be replaced with a community gathering space that includes design elements that reflect the original structure. Portions of this concept that differ from Concept 1, as a result of demolition of the Briggs House, are described below.

1.   PICNIC & NATURE PLAY AREA
     In this concept the picnic shelter is removed from the location proposed in Concept 1 and relocated to the site of the Briggs House. Informal picnicking can still occur within the nature play and front entrance area.

"Ghost frame" structures, created in other parts of the state and country, provide inspiration for how the Briggs House could be reflected in the new design.

2.   PICNIC SHELTER
Salvaged materials from the Briggs House could be used in construction of a picnic shelter in place of the current house. The roofline of the shelter could mimic the Briggs' and the building's foundation could be reflected in the design of the surface. Portions of the original fireplace may also be able to be integrated into the structure's design.

This gathering space would be slightly larger than the one proposed in Concept 1, yet would likely still have a maximum capacity of about 75 people. Historic vegetation and landscape walls should be restored surrounding the shelter as part of this improvement.

FRONT ENTRANCE, CONCEPT 2 (Demolish Briggs House)
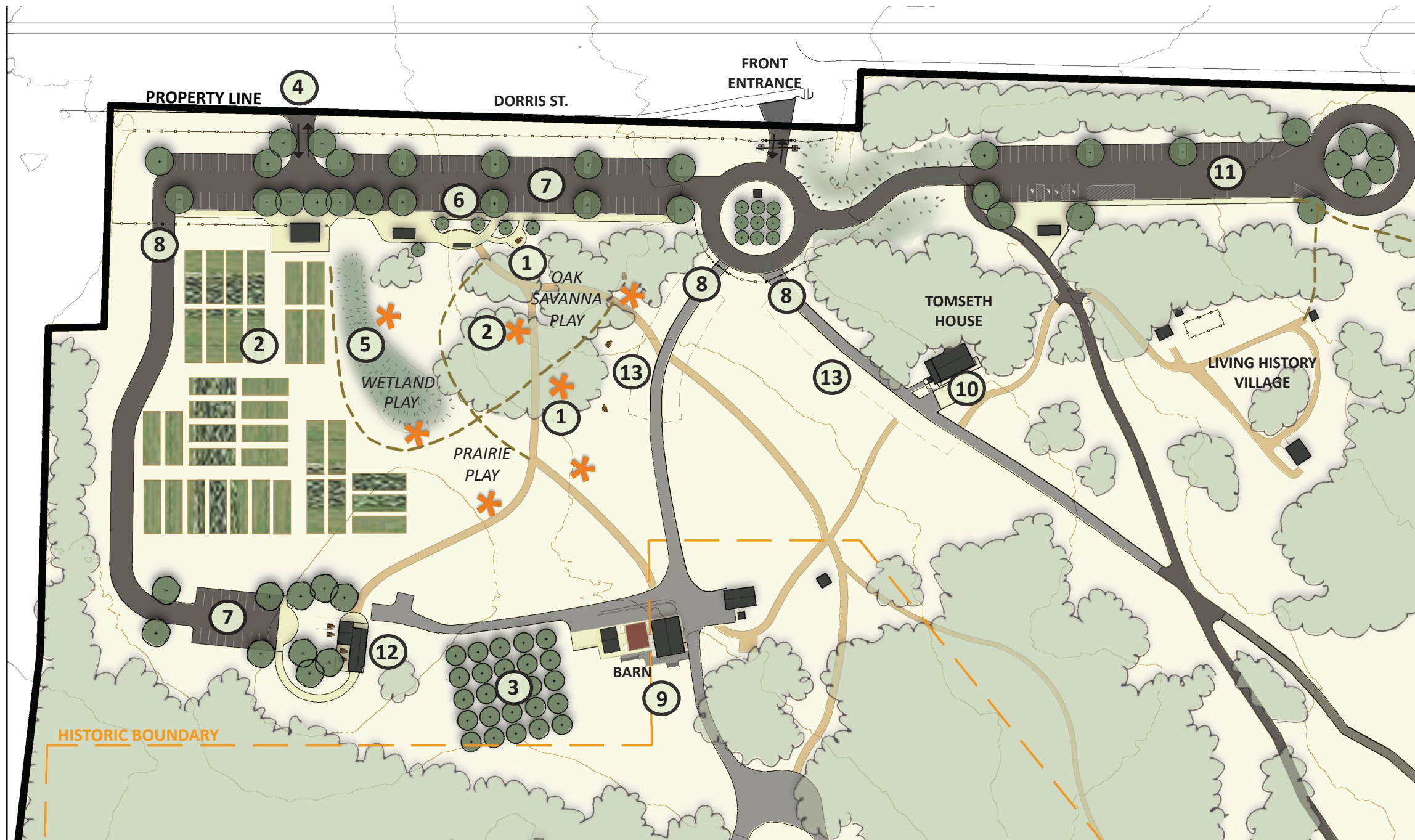
1 - **PICNIC & NATURE PLAY AREA** *
Formal picnic area includes paths, concrete pads, and tables dispersed throughout preserved oak savanna. Nature play elements are scattered throughout the wetland, prairie, and oak habitats.

2 - **COMMUNITY AGRICULTURE**
Includes tool shed, fencing, and irrigation.

3 - **DEMONSTRATION CROPS**
Existing filberts are replaced with fruit trees or other crops planted historically at Dorris Ranch.

4 - **ADDITIONAL ENTRY/EXIT**

5 - **STORMWATER BASIN**

6 - **NEW RESTROOM/KIOSK**

7 - **EXPANDED PARKING**
Approximately 140 parking spaces are dispersed throughout front entrance area.

8 - **GATED ACCESS**
Vehicle access beyond this point is limited.

9 - **BARN AREA**
Continues to serve as special events venue.

10 - **TOMSETH CULTURAL RESOURCE/ NATURE CENTER**
Downstairs portion is used as a cultural resource/ nature center and upstairs portion is used as a caretaker's residence.

11 - **EXPANDED PARKING**
For buses and Middle Fork Path trailhead users with bus turnaround.

12 - **PICNIC SHELTER**
Salvaged materials are integrated into construction of large picnic shelter in place of current house.

13 - **OVERFLOW PARKING**
For use during large events and private rentals.

RECOMMENDATIONS FOR TRAILS & WAYFINDING

The 2008 Master Plan did not include a thorough analysis of existing trails, or create a separate plan for future trail planning. Figure 8 shows the proposed Gary Walker Trail and Wayfinding Plan for the property as part of this revision. Instead of including all potential trails on the property, this plan shows those that Willamalane is proposing to maintain and manage for recreational use into the future. Roads used for orchard maintenance and some user created trails are not included on these plans, though some may continue to serve as routes for regular users.

In addition to further definition of trails in the park, this plan proposes a hierarchy within the trail system. This hierarchy includes:

1. Multi-use Path (paved, 10-12 ft wide)
2. Pedestrian Paths (natural surface, 10-12 ft. wide)
3. Pedestrian Trails (natural surface, 2-4 ft. wide)

The plan shows both existing and proposed paths and trails throughout the park. According to the plan an additional 2.9 miles of trail are proposed, primarily in the eastern parts of the park and through the newly acquired property.

One small trail segment is proposed through the center of an existing orchard (the Walnut Orchard). This critical connection to the eastern parts of the park will need to be carefully designed to not interfere with orchard management practices. Similarly signage of this portion of trail will need to be clear as walking through the orchards can be disorienting to visitors not familiar with the park.

A hierarchy is also proposed within the wayfinding recommendations of the plan. This hierarchy includes the following:

1. Major Wayfinding Nodes. These are locations where informational kiosks are located. These include maps and other important park related information.
2. Minor Wayfinding Nodes. These mark junctions and transition points in the trail system where small markers or signs are needed to direct park users to their destinations.
3. Historical Destinations. These mark highlights in the park that currently function as (or could function as in the future) historical destinations within the park. These locations may be spots to locate future interpretive panels focusing on site history.

The plan proposes that two new major wayfinding nodes be created in the future. One at the northern portion of the park adjacent to the expanded parking. This would not be necessary until the new parking is developed. A second major node is proposed at the southeast corner of the park. This node would be for bikers and walkers accessing the park from the Middle Fork Path. A kiosk at this location could help inform visitors about Dorris Ranch, additional trail opportunities, and direct them to other destinations within the park. Other existing kiosks in the park could use updating to assure that information is accurate and consistent park wide.
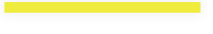
One kiosk, currently located at the entrance to the orchard, is proposed to be removed and replaced with minor/directional wayfinding. It is possible this structure could be relocated to the southeast corner of the park to respond to recommendations for an additional major wayfinding node at that location.

Most of the minor wayfinding information that currently exists onsite is in poor condition or is not accurate. This plan recommends developing a park-wide signage plan using similar materials, terminology and symbolism that relates to information presented at the main kiosks. Ideally wayfinding markers would be easy to update as trails are added to the system and cheap to replace if they experience vandalism.

FIGURE 8:

TRAIL & WAYFINDING PLAN

GARY WALKER TRAIL SYSTEM - DORRIS RANCH LIVING HISTORY FARM

EXSITING/PROPOSED PATHS & TRAILS		EXSITING/PROPOSED AMENITIES		MAP NOTES

EXSITING/PROPOSED PATHS & TRAILS

- ━━━━ EXISTING MULTI-USE PATH
- ━━━━ EXISTING PATH
- ━━━━ FUTURE PATH
- ─ ─ ─ EXISTING TRAIL
- ─ ─ ─ FUTURE TRAIL
- ──── 10 ft. CONTOUR

EXSITING/PROPOSED AMENITIES

- RESTROOMS
- INFORMATION KIOSK
- P P PARKING
- TRAILHEAD
- VIEWPOINT
- H HISTORICAL FEATURE
- • WAYFINDING SIGN

MAP NOTES

1. MULTI-USE PATHS are 10-12' wide and have paved surfaces.
2. PATHS are 10-12' wide and have natural surfaces.
3. TRAILS are 2-4' wide and have natural surfaces.
4. Proposed trail alignments are conceptual. Actual alignments may be adjusted during design development and trail construction.
5. Routes shown are all designed to be constructed to meet Architectural Barriers Act Accessibility Standards for Outdoor Developed Areas. Occasional landings may be required at areas showing switchbacks.
6. Wayfinding signs to include mileage, directional arrows, trail names, and be uniform in color and materials.

FUTURE TRAILHEAD

MIDDLE FORK PATH TRAILHEAD

"Oak Trail"

FRONT CHERRY ORCHARD

ROAD ORCHARD

NURSERY ORCHARD

SNELL ORCHARD

CANNERY ORCHARD

WALNUT ORCHARD

MANN ORCHARD

CLUMP ORCHARD

GOAT ORCHARD

IRRIGATION CANAL

CHERRY ORCHARD

BACK WALNUT ORCHARD

HISTORIC BOUNDARY

N

11/15/19

0   400'   800'

HORIZONTAL SCALE: 1" = 400'-0"
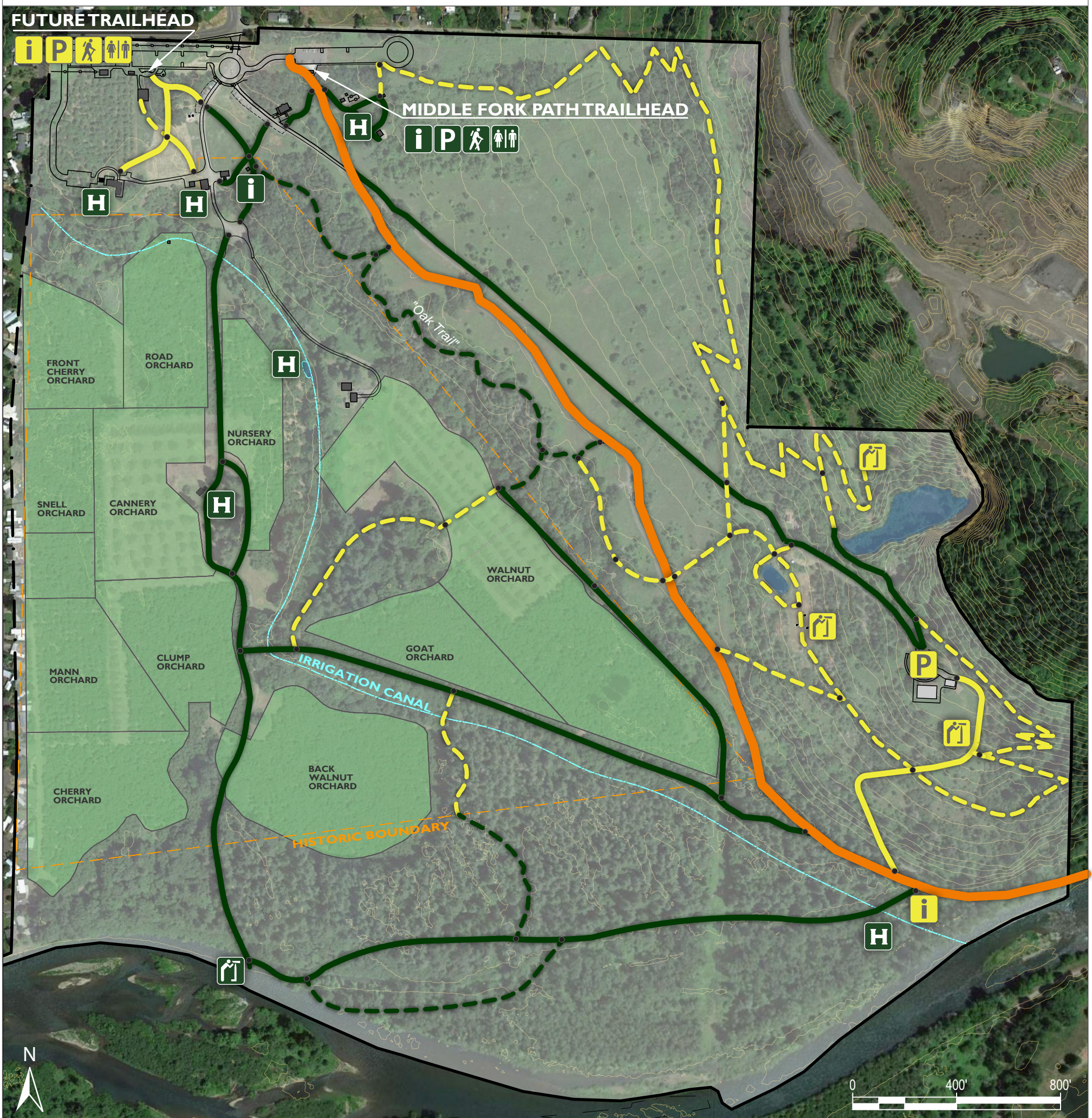
RECOMMENDATIONS FOR NATURAL RESOURCES

Below are a list of new and updated recommendations that relate to the natural resource management of the park.

General Recommendations

1. Conduct long-term management of areas that have been restored since 2008.
2. Complete restoration efforts within the oak woodland.
3. Conduct a vegetation survey for the new property to better understand existing resources and vegetation types.
4. Work to manage invasive species throughout the property.
5. Remove encroaching Douglas fir and Ponderosa pine throughout the property.
6. Implement a fuels management strategy for the park that reduces fuel loads by removing encroaching vegetation and dense growth. Prioritize areas adjacent to existing structures and unique or historic features of the park.
7. Continue to strive to meet goals and objectives listed in the 2008 Master Plan. A simplified version of these, along with some minor additions, are included below for reference. For additional detail refer to the 2008 Master Plan document.

Updated 2008 Recommendations

1. Oak woodlands and savannas
   - Remove conifer trees that threaten to crowd or shade oaks
   - Remove or kill invasive grasses and wildflowers (false brome, shining geranium, etc.)
   - Thin out some of the smaller native trees to reduce crowding (leave most oak and all madrone)
   - Retain native understory shrubs, grasses, and wildflowers (Forbs)
   - Plan or seed native species in disturbed areas
   - At locations where oaks have an open structure, implement a more aggressive approach to clearing, including all trees and brush other than oaks and madrone growing within driplines of openly structure oaks
   - Selectively apply herbicide to control invasive species that re-sprout after clearing.
   - Start work at more intact areas.
   - Continue working to restore the oak woodland south of where work was initiated in 2017.
   - Remove fence between orchard and Oak woodlands to support continued maintenance and management
   - Enhance trail that goes through oak woodland to support interpretive signage and to provide a more natural experience for the user

2. Oak Prairie
   - Begin clearing/removal by mowing, working outwards from best quality oaks and grass/wildflower patches
   - Follow up with herbicide treatment to kill re-sprouting or new invasive species
   - Focus on reducing brush and opening up the habitat for the first few years (structure)
   - Then improve composition by adding prairie/grassland species via seeding and plug planting
   - Monitor periodically to determine if native composition is improving
   - Consider introduction of prescribed fire for management

3. Wet hill slope
    - Preserve ash/oak stands, remove invasive species from this area
    - Preserve high quality native forbs in this area

4. Riparian woodland and river edge
    - Remove invasive species (especially false brome and shining geranium)
    - Remove non-native trees such as holly, laurel sp., and cherry trees
    - Assess opportunities for habitat enhancement (e.g., opening of old side channels)
    - Clear fir trees away from remnant ponderosa pine
    - Monitor river edge for spread of invasive species (especially false brome, purple loosestrife and knotweed)

5. Incense cedar grove
    - Determine type of fungus attacking cedars and develop a strategy to prevent further spread of the disease in addition to identifying new opportunities for succession

6. Wetlands
    - Remove invasive species
    - Convert prairie near north entrance to wet prairie grassland
    - Protect wetlands from all future impacts

OTHER RECOMMENDATIONS

The Dorris House

The 2008 plan proposed that the Dorris House and grounds be rehabilitated to preserve some of the original historic fabric of the park. Proposed uses for the building were classroom/meeting space, with a caretaker's residence on the second floor.

This revision agrees with these recommendations if: (1) the Briggs House is demolished and additional classroom/meeting space is not developed at that house; and (2) if Willamalane feels the need or justification for two caretakers on the property at some point. Other uses for this structure that should be considered include Willamalane, nonprofit, or private business office space, a small living history museum/exhibit space, or a private tenant.

Private tenants currently occupy the house, however revenue generated from this agreement is not adequate enough to meet the growing backlog of rehabilitation and maintenance needs. Willamalane should prioritize seeking funds from outside sources to assist with these efforts. They should also consider alternative uses for the house or agreements that could generate more revenue. Whatever Willamalane ultimately decides to use this structure for, it needs to experience frequent visitation and activity due to the remoteness of the site.

Storage Building

This is the structure adjacent to the barn that contains pit toilets and storage. With the addition of new restrooms in 2019, the pit toilets are no longer needed. It is recommended that this structure be reconfigured to provide spaces that support the barn as a rental. Reconfiguring could look at

demolishing the men's restroom and using the back half of the structure for storage, reconfiguring the women's restroom into a changing room, and setting up the front area with some minor catering amenities such as a sink, counter, shelving, a fridge, and electricity.

Living History Village
The 2008 Plan calls for the Living History Village to be expanded with additional support buildings that further enhance the interpretive and educational mission of the Living History program. This plan revision agrees with this recommendation and encourages Willamalane to expand the Village as deemed necessary.

Irrigation Channel and Swimming Pool
The 2008 plan calls for habitat restoration within the irrigation channel and physical restoration of the historic swimming pool near the Dorris House. This plan revision agrees with this recommendation and encourages Willamalane to pursue volunteer efforts and funding to make this happen.

Riverfront Outdoor Classroom
This revision recommends removing plans for a shelter along the riverfront for interpretive and educational uses. An informal outdoor classroom space could be created along the riverfront, however a covered shelter is likely to attract too much undesirable activity at a location that is not easy to monitor or access. An outdoor classroom could be as simple as a widened clearing along the path with benches or logs for seating.

Briggs Orchard
All concepts, in 2008 and in this revision, propose for removal of remaining trees of the Briggs Orchard. These are not included within the Historic Boundary of the park and are some of the lowest producing trees on the property. By removing filbert orchards from the front entrance area it would mean spraying would not need to occur in areas most frequented by visitors.

NEXT STEPS AND PRIORITIES

The proposed plans for Dorris Ranch include small and large projects that will need to be developed as funding becomes available. In the meantime, there are a number of recommendations that Willamalane can move forward on at little expense, or as part of an ongoing effort while funds for other projects are sought. Some of these include:

- Orchard replacement
- Maintenance and rehabilitation of existing structures
- Ongoing restoration work and maintenance of natural areas
- Learn more about the new property in preparation for future developments
    - Conduct a vegetation survey
    - Conduct a wetland delineation
    - Further assess functioning of existing utilities
    - Start design development for phase one of proposed developments and develop a cost estimate for required work
    - Eventually conduct a market study to guide phase 2 development
- Conduct a cultural resources survey for any areas of the park planned for development
- Develop new trails per the Gary Walker Trail Plan and continue maintenance of existing trails
- Implement wayfinding recommendations
- Make a final determination on the future of the Briggs House and start planning for implementation of those plans
- Seek grant funds for the proposed improvements
- Remove the Briggs Orchard and start remediation practices to improve soils for future agricultural uses
- Investigate partnerships that may be interested in working with Willamalane on developing community agriculture programs at Dorris Ranch
- Asses feasibility of obtaining water rights and cost of developing a well at the north portion of the property for agricultural uses

As funding does become available, priority projects include:
- Improvements to or demolition of the Briggs House
- Restoration of the Dorris House and grounds
- Phase 1 improvements at the new property
- Development of a picnic shelter/community space at the front entrance area of the park

Note that parking improvements are not currently necessary, but may be triggered by some of the proposed improvements in the future. These will need to be implemented as the City of Springfield and/or Lane County require.

CLOSING THOUGHTS

Dorris Ranch is a gem within Willamalane and the region as a whole. As a park, it functions as an active orchard, registered historic site, living history destination for schools, popular event venue, and a takeoff point to the Middle Fork Path. It is a site filled with natural beauty, historic charm, and exciting wildlife encounters enjoyed by many visitors. All of these things add to the complexity that make this park an interesting and unique space that so many love. With limited operational and improvement

funds available, coupled with an increase in park usage, Willamalane must be strategic and resourceful to ensure the needs of the community and demands placed on Dorris Ranch are met.

TO: Board of Directors
FROM: Paula Davis, Business Operations Director
DATE: November 8, 2019
SUBJECT: Financial Management Application

TOPIC:

Staff is requesting the Board of Directors grant the Superintendent authority to award a good and services contract to Caselle ® for the purchase and implementation of a financial management application.

DISCUSSION:

The District's current financial application, Navision, has reached its end of useful life. Navision was implemented in 2009 and is no longer supported through a maintenance contract. Auditors from Pauly Rogers and Co., P.C. have found a significant deficiency in the internal controls and security of Navision. A deficiency in internal controls exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. To remove this significant deficiency, system access needs to be restricted to specific areas within the accounting software that is related to an employees' job duties. Navision's system security does not have this capability. It has been determined that the replacement of this aged system is necessary for district operations and to remove the audit finding.

WPRD has received three proposals, in accordance with the Districts procurement policy and ORS 279B.070 on intermediate procurements. Quotes where obtained from Caselle ®, Blackbaud, and ComputerWorks NFP Solutions. A team of Business Operations division staff was assembled to assess each proposal and participate in vendor demonstrations. The team considered both on-network and cloud based solutions and focused on:

- Robust internal control tools to demonstrate District commitment to ethical accounting practices.
- Comprehensive financial management solution built specifically for government entities.
- Reinvestment and scalability to meet the needs of the District today and in the future.

The applications were evaluated on a set of 16 categories. Though each solution would meet the needs of the division, Caselle ® presented an option that is at a lower cost with more robust reporting tools. Their proposal includes a monthly software assurance charge which allows for consistent

enhancements, updates, and upgrades. This will assist the District in maintaining the latest software version. As a software assurance client the District will also receive unlimited access to telephone and email support.

Staff initially considered proposals that included Human Resources and payroll modules. During the evaluation process it was determined that the modules presented would not meet the needs of the District. Further exploration and selection of a Human Capital Management solution will be completed by February 2020.

REQUESTED ACTION:

Authorize the Superintendent to finalize a contract with Caselle ® for the implemental of a financial management application as described in their proposal.

ATTACHMENTS:

I – Proposal Comparison Chart
II – Caselle Proposal
III – Blackbaud Proposal
IV – Accufund Proposal

willamalane
Park and Recreation District

Re: Financial Management Application Proposal Comparison Chart

Categories	Caselle ® Software	Financial Edge NXT by Blackbaud	AccuFund by ComputerWorks NFP Solutions	Navision
General Ledger	✔	✔	✔	✔
Budget Development	✔	✔	✔	
Bank Reconciliation	✔	✔	✔	
Financial Reports	✔	✔	✔	
Excel Add-on Tool	✔			✔
Accounts Payable	✔	✔	✔	✔
Requisitions	✔	✔	✔	
Purchase Orders	✔	✔	✔	✔
Accounts Receivable	✔	✔	✔	
Cash Receipting	✔	✔	✔	
Fixed Assets	✔	✔	✔	
Project/Grant Tracking	✔	✔	✔	
Document Management	✔		✔	
User Dashboard	✔	✔	✔	
Training and Support	✔	✔	✔	
Security	✔	✔	✔	

	Caselle ® Software	Financial Edge NXT by Blackbaud	AccuFund by ComputerWorks NFP Solutions
Financials:			
Implementation	$ 78,500	$ 63,840	$ 32,250
Subscription	$ 21,372	$ 30,730	$ 45,708
Total	**$ 99,872**	**$ 94,570**	**$ 77,958**
Total cost for 2 years	**$ 121,244**	**$ 125,300**	**$ 123,666**

Requirements

General Ledger – Module is the repository for all financial information in the application.
- Ability to support District account structure (object-fund-department-program-project/grant) includes 25 alpha-numeric characters and five segments. Classify accounts to easily produce District audit and financial statements.
- Interfaces with the other modules to create journal entries: bank reconciliations, AP, AR, cash receipting, and fixed assets
- Ability to display and track budget, actual, year-to-date, and encumbrances in a single view
- Ability to drill into transaction detail and display supporting documents stored within the application
- Automate the due to/due from journal entry to keep all funds in balance
- Manage all multi-fund and multi-fiscal period activities; keeping an unlimited number of years of information
- Automate year-end process and enter transactions to any period; ability to close out or restrict past periods to prevent transactions from being booked
- Import and export functionality for journal entries and reporting

Budget Development – Module allows the District divisions, departments, and programs to develop budgets for future fiscal years.
- Budget entry at the general ledger account string (object-fund-department-program-project/grant)
- Ability to create multiple "what if" budget scenarios to measure the impact of potential changes
- Control the process while each department has access to their own budgets
- Unlimited number of budget revisions and supplemental budget changes
- Ability to support the five year planning process so the District can prioritize expenditures, assess its funding needs, and make comparisons

Bank Reconciliation – Module to provide a full reconciliation of all bank accounts; accounts payable and payroll.
- Connects to Umpqua bank accounts to automatically feed the reconciliation process; bringing in the starting and ending balances of the bank statement
- Matches checks and deposits from the AP and AR modules leaving only unreconciled transactions to be verified on the bank statement
- Ability to individually or as a range mark checks and deposits to see where District is in comparison to the bank statement
- Unlimited number of prior reconciliations should be kept for review and reporting
- Fees and interest earned are recorded at time of reconciliation from the module

- Simplifies the process of entering adjusting journal entries to the general ledger

Financial Reports – Produce reports and key information for District stakeholders and auditors.
- Customizable financial reports for current and prior years actual and budget: year-to-date, period-to-date, and period to period comparisons
- Ability to use customized headings, columns and rows, and complex formulas
- Use the general ledger detail and/or summarized classifications
- Ability to drill into information to look at the source accounts, transactions, and supporting documents
- Allow leadership staff to produce specialized department/program financial reports; including graphical elements, images, and line item details
- Produce required cash flow statements, budget worksheets and audit statement and reports.
- Ability to export reports into a spreadsheet or saved as pdf

Excel Add-on Tool – Shares data between the financial application and an Excel spreadsheet without any manual entries into either application.
- Allows an unlimited number of users and gives specific users permission to import transactions into the general ledger, budget development, and accounts payable modules
- Ability to query live data from Excel add-on tool to ensure working with the most current information, filter data, and drill into general ledger account details
- Ability for users to create customized Excel reports that can be refreshed with current data or a specified period; including use of graphical elements, images, complex formulas, and line item details

Accounts Payable – Module issues payments and manages vendor information while automating the AP processes
- Tacks invoices and payments to each vendor and produces an outstanding liabilities report;
- Ability to pay vendors through ACH transactions
- Ability to lookup vendor and invoice information; reports discounts taken and lost
- Integrated with the fixed assets, document management, and general ledger modules to eliminate manual entries into multiple systems; automatically posting to the proper accounts
- Integrates with a purchase requisition and PO modules to provide District with complete AP workflow and approvals
- Ability to set default descriptions and GL account numbers by vendor; allocated by a percentage or amount to multiple GL accounts
- Generates 1099s reports including the amount of each invoice
- Set multiple user defined approval limits for invoice approval process
- Create customized check and voucher forms; ability to add user-defined fields for possible diversity reporting

- Support ad-hoc manual check for urgent needs
- Set budget warning for invoice entry to indicate when an account's budget has been exceeded

Purchase Requisitions – Eliminate manual paper based process while ensuring that District spending policies are applied and enforced via online workflows.
- Ability to electronically manage the Districts purchase requisition process
- Support multiple level of approvals with more than one hierarchy; ability of leadership forum to approve more than one hierarchy tree
- Ability to add comments to request and automatically generate purchase orders if approved
- Reduce division administration and AP clerk time by automating the reconciliation process
- Assist in analyzing types of purchase request and the identify possible consolidation
- Provides warning message if purchase exceeds budgeted amount

Purchase Orders – Electronically completes the order process from the initial requisition through receiving of goods and services.
- Integrates with the purchase requisition module and automatically creates a PO when requisition is approved
- Ability to track and report open and closed POs; simple procedures to close open PO and encumbrance entries in general ledger
- Sends vendors approved PO electronically
- Ability to create ad-hoc PO that are separate from the purchase requisition module
- Ability to create either regular or blanket POs
- Customizable requisitions and PO forms
- Support multiple level of approvals with more than one hierarchy; ability of leadership forum to approve more than one hierarchy tree
- Ability to enter PO with cost allocation by percentage or amount to multiple general ledger accounts
- Supports user-defined fields

Accounts Receivable – Module issues invoices and managers customer information while automating the AR process.
- Ability to track, maintain, and manage all ad-hoc accounts receivable billings: lease property, IGAs, contracts, and other non-ActiveNet activity
- Supports the option to enter invoices manually or set up recurring invoices
- Generates user-defined invoices, statements, letters, and delinquent notices
- Flexible billing rate calculations by units or flat amounts
- Ability to access customer information through inquiry and reporting tools
- Supports user-defined fields

- Integrated with the general ledger, cash receipting, and document management modules
- Ability to distribute transactions to several GL account strings

Cash Receipting – Module will record cash and checks that are being received by the District.
- Ability to distribute transactions to several GL account strings
- Records the offset to un-deposited cash and the ability to maintain separation of duties for receipt and deposit functions
- Integrated with accounts receivable module
- Deposits are recognized in the bank reconciliation module to provide a complete bank account reconciliation

Fixed Assets – Store all information District requires to properly track and manage property and equipment.
- Integrated with the AP module to allow for information to be entered as part of the invoice process
- Allow ad-hoc entries into the module
- Integrated with the general ledger for monthly, quarterly, or year-end depression journal entries and reporting

Project/Grant tracking – Project/grant codes are used to track and report key initiatives: capital projects, endowments, events, scholarships, and donations. Application has the ability to use the fifth segment of the District's accounting string for transactions and budget development to improve visibility and reporting.

Document Management – Document management module used to track, manage and store documents to reduce paper files: emails, POs, contracts, insurance certifications, 1099 forms, invoices, and supporting files.
- Secure file encryption ability
- Ability to support District scanning process; drag and drop files from any source
- Integrates with Microsoft Office to archive email and manage critical supporting documents
- Locate documents with indexing and full text search function
- Ability to update and share electronic files

User Dashboard – Application portal for end users to the solution.
- Web-based dashboard to allow users to access the system from any device
- Ability to submit, approve, and tracking purchase requests and purchase orders
- Personalized dashboard for each user to display what is most important to them
- Ability to display graphical data and reports: cash balances, AR aging, Division to program budget to actual expenses
- Ability to filter and drill into report detail transactions

Training and Support – Committed partner for continued training and support.
- Unlimited telephone and email inquiries for a customer support center
- Unlimited software upgrades included in the subscription fees; Consistent enhancements, updates, upgrades and new features
- Online employee training, user groups, and regional user meetings

Security – Give District control over who has access to the various functions within the financial management application.
- Each user should be assigned a unique identifier and password
- Ability to designate individual access to a module and/or their components: GL, budget, AP, AR, bank reconciliation, fixed asset, and document management administration
- By user security may be defined as read, write, and delete capabilities to each data entry screen
- Ability to support role based security for strong internal controls
- Ability to set security on accounts, projects, reports, and queries
- System administrator can give or deny user rights to specific information so it does not appear on an unauthorized user's dashboard, search screen, or in any report that user creates

Caselle® Software & Services Proposal

Willamalane Park and

Recreation District, OR

November 18, 2019

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Proposal Summary

Total Software License		$54,700
Total On-Site/Caselle Training/Online	$18,000	
Special Consideration Discount	<5,400>	
Net Training Cost		$12,600
Total Setup		5,700
Total Conversion		5,500
Total Investment		**$78,500**

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Software Assurance will be $1,781 per month.

I have read and agree to all terms & conditions proposed herein. I understand if Willamalane Park and Recreation District is unable to provide data to Caselle in the requested format, additional fees will apply.

_____
Signature

_____
Printed Name & Title

_____
Date

CASELLE® Proven Software Solutions for Local Government
www.caselle.com Toll Free (800) 228-9851 Fax (801) 850-5001 1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606

Proposal Detail

Caselle® Application Software	License Fees	Training	Setup	Conversion	Total
General Ledger	$5,500	$4,000	$700	$1,200	$11,400
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	1,500	1,500
miExcel GL	1,000	Included	1,000	-	2,000
Accounts Payable	5,500	1,000	500	2,000	9,000
Purchases & Requisitions	2,700	1,000	-	-	3,700
Accounts Receivable	5,500	2,000	500	300	8,300
Cash Receipting	4,500	1,000	500	-	6,000
Payment Import	2,700	Included	-	-	2,700
Asset Management	3,300	1,000	500	500	5,300
Caselle Document Management	-	8,000	2,000	-	10,000
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Twelve (12) Additional Concurrent User Licenses (**15 Total**)	24,000	-	-	-	24,000
Sub Total	$54,700	$18,000	$5,700	$5,500	$83,900
Special Consideration Discount	-	(5,400)	-	-	(5,400)
Grand Total	**$54,700**	**$12,600**	**$5,700**	**$5,500**	**$78,500**

Notes:

1. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.

2. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.

3. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data. This Proposal includes conversion year to date within the District's fiscal year. For Example if you're on a July 1 – June 30th year end and go live in April we will bring in all your information from July 1 through April.

CASELLE® Proven Software Solutions for Local Government
www.caselle.com Toll Free (800) 228-9851 Fax (801) 850-5001 1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606

ATT II Caselle Proposal

3

Optional On-site Training

On-site Training – **$12,600** (Training for the District will be at Caselle, On-site and online)
Estimated On-site Travel Expenses – **$5,000**

Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of $55.00. These are not included in the total proposal price.

On-site Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the on-site training be conducted in an organized, professional and uninterrupted manner. To insure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done.

Caselle will be in contact with the customer prior to scheduling the training to insure the above conditions can be met. If delays result from the above conditions not being met during on-site training, additional training fees may apply.

General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

Hardware, Network, & Database Software Requirements

It is the responsibility of the customer to meet the attached Caselle System Requirements. Prior to the implementation, your SQL Server installation must be complete. Customers requesting additional assistance with Microsoft SQL Server installations are asked to contact Executech, Caselle's authorized contractor at (801) 253-4541. Charges will be billed at the rate of $105 per hour upon approval by the customer. You will be invoiced by Caselle for these services.

Source Code

Source code is held in escrow with InnovaSafe, Inc. Technology Protection Services and requires a beneficiary enrollment form, available upon request. An annual fee of $200 will apply.

Software License Fees

The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are $2,000 each.

Training

Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

On-site Implementation Assistance

If on-site implementation assistance is quoted, this may include a pre-implementation customer process evaluation meeting. We will review your current processes and determine what is required to make a smooth transition to the Caselle software system. Additional on-site assistance days may be quoted to assist during and after the implementation. This insures that you are utilizing the Caselle application features to the full benefit of your organization.

Travel Expenses

If on-site training or implementation assistance is quoted, travel expenses will be estimated based on the number of days and trips required. Actual expenses will be invoiced when implementation is complete.

CASELLE® Proven Software Solutions for Local Government
www.caselle.com Toll Free (800) 228-9851 Fax (801) 850-5001 1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606

ATT II Caselle Proposal

5

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
    – You may need to clarify the data, as needed, during the conversion process.
    – Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
  – Balance Sheet with Revenue/Expenditures compared to budget
  – Allocation Reconciliation
  – Income Statement (All Funds)
  – Balance Sheet (All Funds)
  – Fund Summary Income Statement

  Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

  600 accounts are included

Bank Reconciliation Data Conversion
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

  3 bank accounts are included

CASELLE® Proven Software Solutions for Local Government
www.caselle.com   Toll Free (800) 228-9851 Fax (801) 850-5001   1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606

Accounts Payable Setup
- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion
- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  – Exception: 1099 balances can be established, if provided.

  1,000 vendors are included

Purchases & Requisitions Setup
- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of $100 per form. Forms that have multiple pages will be billed $100 for each additional page included in the form.

Accounts Receivable Setup
- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of $100 per form. Forms that have multiple pages will be billed $100 for each additional page included in the form.

Data Conversion
- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

  150 accounts are included

Cash Receipting Setup
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

CASELLE® Proven Software Solutions for Local Government
www.caselle.com   Toll Free (800) 228-9851 Fax (801) 850-5001   1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606

ATT II Caselle Proposal

8

Asset Management Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

blackbaud™
> power your passion

FINANCIAL EDGE NXT

Willamalane Park & Recreation District

Prepared By:
Christy Winer
Strategic Account Executive
November 15, 2019

Financial Edge NXT™

Cloud fund accounting for nonprofits

Financial Edge NXT is a total cloud accounting solution designed to meet the unique needs of nonprofits and government entities. Built on Blackbaud's more than three decades of expertise and experience, Financial Edge NXT delivers all the tools you need to manage financial reporting, monitor and track program success, support fundraising efforts, and ensure overall integrity for your organization.

Financial Edge NXT can help manage your complex reporting requirements and financial processes through best-in-class capabilities that include:

- A comprehensive cloud fund accounting solution to drive transparency, stewardship, and compliance
- Powerful, accurate reporting and budgeting to guide strategic planning and inspire confidence in your stakeholders
- Full program and grant accounting capabilities to improve visibility across your organization
- Robust control tools to prevent fraud and wasteful spending and demonstrate your commitment to ethical accounting practices
- Innovative, modern cloud infrastructure to ensure solution uptime and scalability so your applications are always available when you need them

Intuitive, reliable, and secure, Financial Edge NXT can help streamline financial processes at your organization, so you can spend more time and resources to drive your mission forward.

Proven Mission Impact

On average, Financial Edge™ solution line customers experience a 5% improvement in operating margin 1-2 years post implementation, while improving revenue and liquidity.

WHAT IF YOUR 2019 LOOKED LIKE THIS?

5%	10%	20%
AVERAGE IMPROVEMENT IN OPERATING MARGIN	AVERAGE REVENUE GAIN	AVERAGE IMPROVEMENT TO LIQUIDITY
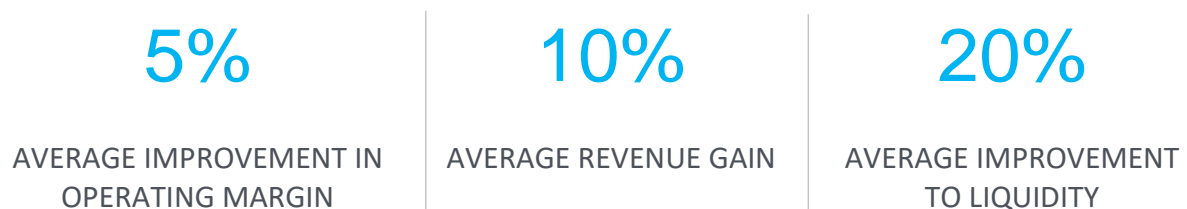
"Financial Edge NXT is almost self-intuitive. Blackbaud has done a good job of simplifying the software while still addressing the intricacies of the financial needs we have."

—*Neal Pike, CFO*
The Heritage School

Key Product Features of Financial Edge NXT™

Financial Edge NXT is a comprehensive financial management solution built specifically to meet the needs of nonprofits and government entities. Powerful accounting features empower nonprofit finance staff members with the transparency, flexibility, and intelligence they need to improve efficiency and drive results.

Core Fund Accounting

General Ledger

Built exclusively for nonprofits and government entities, Financial Edge NXT's flexible General Ledger structure can manage your complex reporting requirements, even for the most challenging stakeholders. Designed over decades of working with nonprofit accountants, Blackbaud uses a combination of powerful tools—from account segments to transaction characteristics—to deliver an experience that's tailored to your unique business processes while providing control and simplicity that commercial systems can't offer.

As the core component of Financial Edge NXT, all transactions flow from other modules into the General Ledger's accounts and projects. Our General Ledger design allows you to easily report from multiple perspectives while maintaining a clean chart of accounts, implement strong internal controls, and seamlessly adapt to changing funder requirements with best-in-class reporting design.

Allocation Management

Automatically allocate amounts by account, account attribute, project, project attribute, transaction code, and transaction attribute. Allocation Management provides mechanisms for both direct and indirect allocations, as well as reallocations based on ending balances, average daily balances, or net change balances—eliminating the need for external spreadsheets that have no built-in validation.

Advanced Security

Set full security on accounts, projects, reports, queries, and more. Your system administrator or staff member with supervisor security rights can give or deny user rights to specific information so it does not appear on an unauthorized user's search screen or in any reports that user creates. With Advanced Security, you can easily and securely share performance information with non-financial read-only users.

Budget Management

Budget years into the future so your organization can prioritize its expenditures, assess its funding needs, and make comparisons across fiscal years. You can configure project-level budgets to automatically change existing account budgets and create multiple "what if" budget scenarios to measure the impact of potential change. Budget Management also helps you control expenses by establishing spend thresholds that can later trigger alerts based on actual performance.

Projects, Grants, and Endowments

By tracking transaction and budgeting data at the project level, you can monitor key initiatives with ease. Separate and report on activity for various projects, endowment, events, scholarships, investments, and other elements without exploding the number of accounts in your system. Projects, Grants, and Endowments allows you to keep pulse of activity right on the project record—without running reports—and create project-level budgets to keep all your initiatives on track.

3

Finally, grant management tools help you reduce grant administration efforts, by allowing you to capture unlimited grant information, set deadlines, report across multiple fiscal periods, and even automate reimbursement billing.

Blackbaud SKY™ Reporting and Dashboards

SKY Reporting and Dashboards provides your staff with timely, actionable financial data. Use interactive transactional reports, personalized dashboards, and advanced analytical tools to generate board-ready reports in an instant, schedule email report updates, or drill into report details to analyze key metrics. SKY Reporting is the future of integrated business intelligence for nonprofits, designed to combine data insights across multiple Blackbaud solutions.

In addition, Financial Edge NXT takes advantage of classic Financial Edge concepts, like advanced filtering by virtually any data element, making it the fastest and most flexible reporting tool for managing dynamic funding requirements.

Working Capital Management

Accounts Payable

Make payments any way you want—by check, bank draft, direct disbursement, credit card, or electronic funds transfer (EFT). Accounts Payable makes paying bills easier while giving you the ability to meet changing payee requirements, maintain sound controls, and conduct analysis to properly manage your vendor relationships and liquidity. Accounts Payable combines with Purchasing, Expense Management, and Cash Management to provide your organization with a complete and efficient A/P workflow.

Accounts Receivable

Track individual clients, organizations, and funding sources. Accounts Receivable provides the ability to establish default payment responsibility for each client record, enabling you to bill a third party for a portion or all of a client's charges and services rendered. You can also apply one payment (whether cash, check, or credit card) to multiple client accounts and draft automatic payments from a specified bank account.

Cash Management

Manage multiple bank accounts and credit cards with advanced features to simplify payment adjustments, account activity, and reconciliation. For each account, you can view a register listing all

4

deposits and disbursements, drilling down to view additional details. With Bank Feeds, you can automate your reconciliation process to ensure that you start balanced and stay balanced, improving your time-to-close. Cash Receipts functionality allows you to handle the small cash details that can clutter a ledger, such as postage meter money and vending machine revenue.

Purchasing and Employee Expense

Expense Management

Obtain an unprecedented view into how money is being spent within your organization by automating your full purchasing and employee expense processes in the cloud. Eliminate time-and-resource-consuming manual, paper-based processes, while ensuring that your organization's spending policies are applied and enforced via online workflows directly integrated with your accounting ledgers. In addition to aggregating your holistic view of organizational spend, Expense Management allows you to control decentralized spending, reduce administration time, and automate reconciliation processes.

Purchase Orders

Take advantage of a variety of options for recording purchases, tracking encumbrances, and generating invoices from receipts. You can track the complete order process, from the initial requisition through the entry and printing of purchase orders to the recording of merchandise when it arrives and the generation of accounts payable invoices.
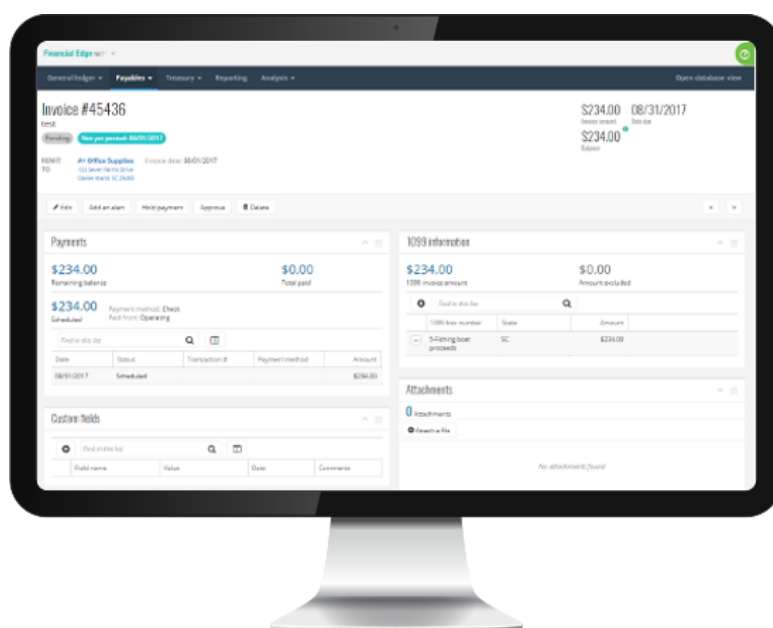
Other Modules

Accounting Queue

Schedule a sequence of tasks that can be executed, one after the other, automatically and unattended. Using Accounting Queue is easy: simply add tasks to a queue and schedule it to run whenever you want, even overnight or during a weekend. Queue can automate tasks such as printing, emailing, importing, exporting, and posting various data in Financial Edge NXT.

Consolidation Management

Whether your organization is reporting on multiple chapters, foreign or domestic subsidiary offices, headquarters, or outreach operations, Consolidation Management automates the "roll up" of financial data, letting staff efficiently consolidate and report across different datasets with varying account structures, fiscal years, or currencies.

Fixed Assets

Store all the information your organization needs to properly track and manage your property, plant, and equipment. The solution calculates depreciation based on built-in IRS formulas or on custom depreciation schedules you enter to meet specific needs.

Open RESTful APIs

SKY API™

SKY API provides open, RESTful APIs, allowing for more customization, integration, and extended functionality—all protected by industry-standard authorization and authentication tools. With SKY API and Blackbaud's modern developer portal, your in-house developers or consultants can get started quickly using the available endpoints of Financial Edge NXT and other Blackbaud solutions

OUR AWARDS

TrustRadius awarded their 2017 Top Rated badges to products with the highest ratings in 79 of the most popular B2B software categories. Based solely on end-user data, these awards are unique in that they truly represent the authentic voice of the customer. **Financial Edge NXT** was named 2017 Top Rated Accounting & Budgeting Solution.

Financial Edge NXT is among the top five highest user-rated software solutions on Software Advice for Fund Accounting in all three categories—Overall Performance, Ease of Use, and Customer Service.

BLACKBAUD UNIVERSITY
YOUR SUCCESS IS OUR MISSION

Training is an integral part of our on-boarding process. Blackbaud University is your *strategic* partner.

Your mission is to do Social Good. Our Mission is to advance your Mission. Blackbaud University drives the success of your development team to engage and mobilize your supporters in the most efficient manner.

We drive outcome gains on the following metrics:

Staff Efficiency	Fundraising Revenue	Donor Retention	Staff Empowerment

So how do we do it? It starts with our curriculum, our knowledge, and our availability. Our curriculum will help provide direction and vision for your fundraising initiatives.

We pride ourselves in providing the best education possible and focus on a cost-effective approach that is easy to consume. We make all of this available to your staff via a simple **Learn Subscription**.

"With Blackbaud University training, we have learned tips and tricks that have saved us hundreds of hours and thousands of dollars. We are now in tune with working smarer, not harder."

THE VALUE OF TRAINING AT BLACKBAUD

COST OF EDUCATION	INVIDIDUAL EFFICIENCY GAINS	ORGANIZATIONAL FUNDRAISING VALUE
$1,000	**$5,000**	**$25,000**
Average Cost of Learn Subscription Per User	**Hourly Rate $21 at 5 Hours Per Week**	**5% Increase in Fundraising**

Survey results from 1,412 user responses
Org. value based on a small non-profit with $500K in annual fundraising

Instructors are non-profit and Blackbaud experts with 35 years of fundraising experience and 90% have fundraising and DBA experience in the non-profit industry. We make classes available how, when, and where you want them. We certify the knowledge of your staff.

Once you have the foundational skills to use your Blackbaud software, Blackbaud University ensures that your solution is not just a repository of information, but rather a tool to drive your organization forward.

ATT III Blackbaud Proposal

AWARD WINNING SUPPORT
LONG TERM PARTNERSHIP

Your continued satisfaction is the cornerstone of our mission. To ensure you get the most from your investment in our products, Blackbaud offers comprehensive and convenient support resources. We have the most active online non-profit software community available.

- 50,000 + Knowledgebase articles
- 700+ YouTube videos
- 500+ Blog posts a year

When you have a question about our products, we want to answer it right away.

- More than 250 product and technical experts handling 2,000+ issues a day
- 84% of issues are resolved on the first contact
- Chats are typically picked up in less than 90 seconds
- Customers love that they can skip the note-taking with chat support – the conversation is automatically recorded

The ***when you work at a nonprofit*** tumblr should have something about the unbridled joy of Blackabud's live-chat help feature."
- *Sarah Lawson*
Safe Shores
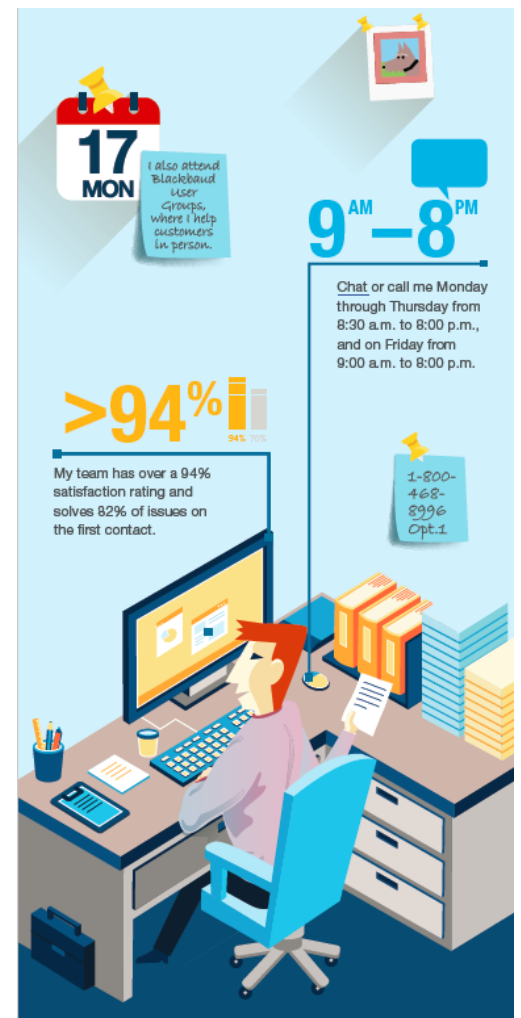
LAWNDALE CHRISTIAN HEALTH CENTER
MISSION IMPACTED CUSTOMER

The non-profit centric design in Financial Edge NXT improves reporting and operations at Lawndale Christian Health Center. Reporting functionality and non-profit centric design has saved 15-20 hours per month.

> *Read full case study*

FELLOWSHIP BIBLE CHURCH
MISSION IMPACTED CUSTOMER

With Financial Edge NXT, Fellowship Bible Church now has a true non-profit fund accounting system in place. Staff members are able to budget in real time and track their assets in house. The solutions ability to use projects within an account has narrowed down overall chart of accounts.

> *Read full case study*

SENIOR RESOURCE ASSOCIATION
MISSION IMPACTED CUSTOMER

The accounts payable module is the most powerful Accounts Payable system that we have seen, largely due to the ability to create allocations at the most detailed level. This makes tracking an expense back to an invoice much easier and faster than allocating through a journal entry.

> *Read full case study*

TARGET ALS FOUNDATION
MISSION IMPACTED CUSTOMER

Financial Edge NXT allowed Target ALS to keep up with moving funds and shifting priorities. We have been able to improve transparency and enhance donor relationships.

> *Read full case study*

ATT III Blackbaud Proposal

INVESTMENT
FINANCIAL EDGE NXT

FEATURES	Annual Subscription
	15 Users
FENXT Package **(15 Concurrent Users)**	
- General Ledger	
- Budget Management	
- Projects, Grants, and Endowments	
- Advanced Security	
- SKY API	
- Accounts Payable with EFT	
- Accounts Receivable with EFT	
- Automatic Bank Feeds / Reconciliation	
- Pre-built Customizable Dashboards	$45,467
- Drill-down Reporting	
- Cash Receipts	
- Accounting Forms	
- Purchase Orders	
- WebPurchasing (Includes Two 10-packs of Concurrent User Licenses)	
- Credit Card & Expense Management (Includes One 10-pack of Concurrent User Licenses)	
- Fixed Assets	
- One pack of 10 concurrent View Only licenses	
FENXT Annual Subscription Price	**$45,467**
IMPLEMENTATION, TRAINING, CONSULTING & SUPPORT	
- One-Time Implementation, Database Configuration & Setup	Included
- Unlimited Access to all Support Resources	Included
- Database Updates, Enhancements and Backups	Included
- 1 Year Annual Retainer Post Go-Live	$21,600
- 3 Years of General Ledger History Conversion	$2,700
- 1 Year of Unlimited LearnMore Training Subscription	$11,000
FENXT One Time Services & Training Subscription	**$35,300**
TOTAL 1st YEAR INVESTMENT	**$80,767**
TOTAL 2nd & 3rd YEAR INVESTMENT	**$45,467**

UPDATED: 2019 INCENTIVE PRICING – Dec. Expiration

FEATURES	Annual Subscription	Annual Subscription 2019 INCENTIVE
	15 Users	15 Users
FENXT Package **(15 Concurrent Users)**		
- General Ledger		
- Budget Management		
- Projects, Grants, and Endowments		
- Advanced Security		
- SKY API		
- Accounts Payable with EFT		
- Accounts Receivable with EFT		
- Automatic Bank Feeds / Reconciliation		
- Pre-built Customizable Dashboards	$45,467	$30,730
- Drill-down Reporting		
- Cash Receipts		
- Accounting Forms		
- Purchase Orders		
- WebPurchasing (Includes Two 10-packs of Concurrent User Licenses)		
- Credit Card & Expense Management (Includes One 10-pack of Concurrent User Licenses)		
- Fixed Assets		
- One pack of 10 concurrent View Only licenses		
FENXT Annual Subscription Price	$45,467	$30,730
IMPLEMENTATION, TRAINING, CONSULTING & SUPPORT		
- One-Time Implementation, Database Configuration & Setup	Included	Included
- Unlimited Access to all Support Resources	Included	Included
- Database Updates, Enhancements and Backups	Included	Included
- 1 Year Annual Retainer Post Go-Live	$21,600	$21,600
- 3 Years of General Ledger History Conversion	$2,700	$2,160
- 1 Year of Unlimited LearnMore Training Subscription	$11,000	$9,350
FENXT One Time Services & Training Subscription	$35,300	$33,110
TOTAL 1st YEAR INVESTMENT	$80,767	$63,840
TOTAL 2nd & 3rd YEAR INVESTMENT	$45,467	$30,730

TOTAL SAVINGS OVER 3 YEARS OF ==$46,400== WITH ==32% DISCOUNT== ON ANNUAL SUBSCRIPTION

ACCUFUND ACCOUNTING SUITE PROPOSAL

PREPARED FOR

Revised November 26, 2019

TABLE OF CONTENTS

1.0 – Executive Summary

Willamalane Park and Recreation District (WPRD) maintains and operates five recreation facilities and 46 parks and natural areas totaling nearly 1,500 acres. The District offers recreation programs to people of all ages and abilities. Created by voters in 1944, Willamalane is a special tax district, separate from the city of Springfield, with its own boundaries. It is governed by a five-member, elected board of directors and managed by a district superintendent.

WPRD is currently using Serenic Navigator for accounting and payroll and Empower for employee time tracking and leave requests and import the time into Serenic for payroll processing. The district has not had the best service relationship with Serenic. They have limited licenses, which make certain times of the year challenging, such as when preparing the fiscal budget.

WPRD is looking to replace their existing systems with a new, fully integrated, off-the-shelf, governmental financial management system that resolves these issues and meets their goals and objectives for streamlined processing, ease of use, and improved reporting and access to data.

ComputerWorks NFP Solutions focuses on applications created specifically for this unique market space. That, coupled with our long-term experience with not-for-profit organizations and governmental agencies over the last 30 years, gives us insights into the challenges faced by WPRD and allows us to bring those valuable insights and experience to the implementation process to ensure the highest level of success.

Based upon the objectives discussed during the pre-demonstration communications and software demonstration process, we are recommending the AccuFund Accounting Suite, as the proposed solution for the WPRD's financial management system.

AccuFund offers a fully integrated solution capable of meeting WPRD's objectives with many features typically found only in higher tier systems at a fraction of the cost, while maintaining a user-friendly and intuitive interface in an online environment.

In short, ComputerWorks NFP Solution's experience and expertise, coupled with the powerful functionality of AccuFund, offers a solution that will enable WPRD to effectively manage their projects and operations with greater efficiency and reduced resources.

2.0 – Company Background

2.1 - ComputerWorks NFP Solutions (Value-Added Reseller & Consultant)

ComputerWorks NFP Solutions is a full-service consulting firm that has specialized exclusively in financial software solutions for the unique needs of not-for-profit organizations and governmental agencies for over 30 years. We are a certified reseller of top industry-leading solutions ranging from small to enterprise level applications, which allows us to recommend and provide solutions to our clients based upon their specific organizational needs.

Our consultation services include procedural/compliance reviews, financial systems assessment, needs analysis, software recommendation, sales, system planning, implementation, project management, training and support. Our staff is committed to providing the best professional services possible to our clients. We strive to establish long-term relationships with our clients and have built a reputation on being there for them long after the installation is complete.

Our corporate office is located in Ontario, California. Our normal hours of operation are Monday through Friday from 8:30am to 5:00pm with after-hours and weekend services available by appointment.

We currently maintain a staff of 2 full-time consultants, 2 contract consultants and a client relations/office manager.

2.2 - AccuFund, Inc (Software Vendor)

AccuFund, Inc. is headquartered in Needham, MA with a satellite office in Castle Rock, CO. They are the successor to 20 Pines Resources, Inc., for marketing a complete line of software modules developed exclusively for nonprofit and government clients. AccuFund has over 1,000 clients utilizing a variety of modules. Governmental agencies account for approximately 50% of AccuFund's clients.

Their goal is to provide a complete solution for each organization so that they do not have to look to multiple software vendors to meet the organization's needs.

Telephone Support is available Monday through Friday from 9:00 AM to 7:00 PM Eastern time.

AccuFund Accounting Suite

AccuFund released the AccuFund Accounting Suite, a complete accounting package providing the broadest range of modules of any public sector accounting system on the market, in 2001.

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 4 of 21

ATT IV ComputerWorks Proposal

3.0 – Company Qualifications

ComputerWorks NFP Solutions has specialized exclusively in public sector financial management software and agencies since 1986. As such, we research and select to represent the "best of breed", off-the-shelf accounting solutions designed specifically for this unique market space. We have been an authorized and certified value-added reseller of the AccuFund Accounting Suite for over 17 years and have received the AccuFund Reseller of the Year Award for the last four years running.

We continually evaluate products in the market. As a result, we occasionally add and remove products from our offering based upon what is the best fit for small to large Not-for-Profit Organizations and Government Agencies with the most features and flexibility, while still at a very competitive price.

Through this evaluation process, we have selected and worked with several public sector accounting products over the years. Given its overall functionality, flexibility, scalability and price point, AccuFund has become our primary recommended product of choice over any of the systems we have previously worked with.

Today, we have Not-for-Profit, Governmental, and Tribal Government clients throughout California, Arizona, Nevada, Oregon, Washington and Alaska.

AccuFund has a large base of governmental clients nationwide. Some of our governmental clients using AccuFund in California and Oregon include:

- Alameda County Transportation Commission
- Mojave Desert Air Quality Management District
- Antelope Valley Air Quality Management District
- Ranch-Simi Recreation & Park District
- Chino Basin Desalter Authority
- Multnomah County Drainage District
- Nehalem Bay Wastewater Agency

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 5 of 21

ATT IV ComputerWorks Proposal

4.0 – Proposed Solution

4.1 – Essential & Optional Modules

AccuFund is a modular system offering a suite of fully integrated standard and municipal accounting modules that can be selected based upon the organization's current needs and expanded as future need dictates.

The Core Suite includes the basic accounting modules required by all organizations as well as extended functionality not available, or available at additional costs, in other comparable solutions.

AccuFund's Core Suite is comprised of:

- General Ledger
- Accounts Payable
- Bank Reconciliation
- Cash Receipts
- Budget Reporting
- Dashboards
- Financial Report Writer
- Reports and Forms Designer
- GL Allocations
- Excel Export
- PDF Document and Image Storage
- Cash Drawer Security
- EFT/ACH Payments & Receipts
- Import/Export
- Expense Control
- Business Rules
- Enhanced Security restrictions for
    - Departments
    - Bank Access
    - Account Access
    - Payroll & HR Items
    - Forms & Reports
    - Organizations
    - Clients
    - Grants

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 6 of 21

ATT IV ComputerWorks Proposal

The following optional modules are currently available for organizations requiring specialized and/or expanded functionality:

- Accounts Receivable w/Inventory
- Allocations
- Budget Development
- Client Accounting
- Client Invoicing
- Entity Consolidator
- Fixed Assets
- Grants Management
- Loan Tracking
- Purchasing
- Requisitions w/Electronic Approvals
- Travel Management
- Work Orders
- Web Payment
- Payroll
- Human Resources
- Position Control & Encumbrance
- Employee Web Portal (with options for)
    o Employee Timesheet Entry
    o Employee Self-Service
    o Leave/Resources Requests
    o Web Time Clock
    o Manager Financial Reporting & Dashboards
- Integrated Proximity/Biometric Time Clocks

The following optional government specific modules are currently available:

- Permits & Inspections
- Court Fines Management
- Fees, Taxes & Licenses
- Personal & Property Taxes
- Utility Billing

In addition, AccuFund maintains an aggressive development schedule with new features and functionality continually being added to the product. AccuFund recently completed the release of version 6, which features a completely redesigned, modernized user interface along with enhanced functionality and configurability throughout the user entry screens.

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 7 of 21

ATT IV ComputerWorks Proposal

4.2 – Delivery Methods

The AccuFund Accounting Suite is available as an onsite, purchased license model as well as an online (SaaS) fee based model. The software functionality remains consistent across either platform with operational variances being related to internet versus local access when attaching images, or pathing out to virtually mapped versus local drives when exporting reports to excel or processing import files.

The online platform is reliant on a stable, consistent internet connection and access to the financial management system would not be available during internet outages.

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 8 of 21

ATT IV ComputerWorks Proposal

4.3 – System Requirements

The system requirements defined below are categorized as minimum and preferred system requirements. Adding additional hardware will usually improve system performance and user satisfaction.

On-Premise Solution Requirements:

Client Workstation :

- **Operating System**
  Windows Vista, 7, 8 or 10
- **CPU**
  Minimum: Intel Core i3 or equivalent
  Preferred: Intel Core i5 or equivalent
- **Memory**
  Minimum: 1 GB
  Preferred: 2 GB
- **Local Disc Space**
  Minimum: 150MB

Server Requirements:

- **Operating System**
  Windows Server 2008 or later
- **CPU**
  Minimum: 1.5 Ghz for small office running just AccuFund on the server
  Recommended: Dual Core 2.0 Ghz or higher
  Server sizing depends on number and mix of uses, and number of user processes.
  Server sizing should be done in conjunction with hardware provider and full understanding of server utilization.
- **Memory**
  Minimum: 4 GB
  Preferred 6 GB, recommended 8 GB or more (in larger environment, 20 users and above, database will be set to reserve 1 GB exclusively for the DB on the server for improved performance)
- **Disk Space**
  Disk usage on the server will depend on size of the organization, which modules are utilized, usage of document/image attachment functionality, and database back up location. Utilization of document storage capabilities will significantly increase storage requirements.

ATT IV ComputerWorks Proposal

Database Server

By default, AccuFund utilizes the Microsoft SQL Server database engine for the AccuFund Accounting Suite and ships with Microsoft SQL Express. The system uses a client/server technology with the data being provided from the server, and most computation activity happening on the client workstation.

AccuFund also supports full versions of Microsoft SQL Server 2012 and above. For clients preferring or requiring full Microsoft SQL Server versions, they are responsible for acquiring and maintaining the software. For Microsoft SQL Express, AccuFund will work fine, within the database size restrictions of this version.

The database provides multi-user control at the record level, transaction framing with rollback to protect the data in case of a network or hardware failure and "check-point" backups to insure that all records are written to the database before backups.

There is no requirement to purchase separate database software with AccuFund for those utilizing Microsoft SQL Express, unlike some of the more expensive systems. All required database software is included with the purchase of the AccuFund Accounting Suite unless the client prefers to utilize a full version of Microsoft SQL Server such as the Standard or Enterprise editions.

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 10 of 21

ATT IV ComputerWorks Proposal

5.0 – Implementation & Training

5.1 – Approach

Utilizing our experience in working with clients like WPRD, we collaboratively develop an implementation plan that ensures rapid deployment with the highest level of success.

WPRD will be responsible for designating an internal project manager who will be the primary point of contact for our project manager in order to streamline communications. The internal project manager will need the authority to ensure that all necessary staff are present for scheduled meetings and that all client deliverables are completed according to a mutually agreed upon schedule that will be developed during the project planning process.

ComputerWorks NFP Solutions breaks the implementation/migration down into 6 phases.

1) Planning – During this phase we meet with the project team and staff to identify all the critical elements, requirements and potential problem areas pertinent to the project. During this phase we examine internal processes to identify areas where efficiencies may be gained by "unfreezing" the client from "because that is the way we have always done it" scenarios. During this phase, planning and design documents are created as well as the formalization of the project timeline and milestones. At the conclusion of planning, the project team will be very clear on the intended course of action as well as the associated timeline and responsibilities.

2) Setup – The Setup phase encompasses all the components necessary to make the software operational and configure it to the specifications identified during the planning phase. This phase includes: software installation, configuration and data input, data conversion/migration/import (if deemed necessary during the planning phase), testing, and client sign-offs. The client plays an active role in the Setup Phase, which helps create a deeper understanding of how the system works and helps identify potential issues as they arise.

3) Training – It is during this phase that the majority of the "end-user" training occurs as the staff are prepared to "go-live" on the new system. Some portions of training occur during the setup phase. However, the majority of training is typically done as part of actual data entry so that the staff person is applying what they are learning as they learn it. This helps invoke all of the training styles to ensure the best level of success in learning and retention and avoids the risk of knowledge loss by training too far in advance and while the staff are still actively ingrained in the old accounting system on a daily basis.

ATT IV ComputerWorks Proposal

4) Testing/Parallel - We do not recommend running parallel (except for payroll) for off-the-shelf systems that do not have programmatic customizations. However, if it is determined during the planning phase that the client feels it is necessary this is the time that we will create a test database for the purpose of inputting test transactions or begin the parallel process based upon the previously agreed upon timeline.

5) Go-Live – This is the point that the client begins processing live transactions into the new accounting system. We are on-site for the critical go-live processes such as the first A/P check run, P/R check run, etc.

6) Project Review – After the go-live is completed, we sit down with the client to take an assessment of the project overall and ensure that everything is operating as expected. This is the time when we determine if any additional training reinforcement is necessary and make any final adjustments to the system before completion and sign-off of the project

ATT IV ComputerWorks Proposal

5.2 – Implementation/Training

Implementation

The Implementation Planning document is a collaborative process document developed with the client during the course of the initial Implementation Planning meeting to ensure that the milestone and deliverable timelines are realistic and feasible based upon the client's desired goals and available resources.

Based upon the scope of modules being implemented, we typically recommend a minimum of 120-150 days for implementation in a multi-phased approach.

Training

We schedule to be on-site for the go-live training and critical go-live processes. It is during this phase that the majority of the end-user training occurs as the staff are prepared to go-live on the new system. Some portions of training occur during the setup phase. However, the majority of training is typically done as part of actual data entry so that the staff person is applying what they are learning as they learn it. This helps invoke all of the training styles to ensure the best level of success in learning and retention and avoids the risk of knowledge loss by training too far in advance and while the staff are still actively ingrained in the old accounting system on a daily basis.

After on-site go-live visits, we continue to provide assistance and support via phone, e-mail, and remote sessions with the client via the internet to help reinforce their new skill sets and assist with any issues that arise during the go-live stabilization period.

Once the system implementation and training has been completed, ComputerWorks NFP Solutions is available to provide on-going services such as training for new employees, assistance with additional system enhancement or modifications, technical support, etc. In addition to on-site training, we also offer training classes in our office classroom and web-based training for year-end functions such as 1099 and W2 processing. These services may be purchased, on an as needed basis, according to our then current fee schedule. For clients requiring regular on-going services, pre-paid blocks of time may be purchased at a discounted rate and placed on account.

AccuFund, Inc. also offers regional training classes throughout the year, which are published on their website.

ATT IV ComputerWorks Proposal

6.0 – Maintenance & Support

6.1 – Maintenance & Support

Support, Maintenance and Improvements – Accufund, Inc.

The fee for Annual Maintenance and Support is included in your monthly software fees in the online version.

Support
Telephone and Web Support is available directly from AccuFund, Inc. Support is designed to assist you when there is a problem with your system or a user is unsure why something happened and needs assistance diagnosing the incident and correcting it if necessary. AccuFund telephone and web support is available to assist you in these instances. Telephone Support is available Monday through Friday from 9 AM to 7 PM Eastern Time. While support personnel will try to assist an organization with use and set-up questions, it is not a substitute for training. The Support Agreement does not provide for unlimited telephone training.

Maintenance & Enhancements
AccuFund continues to enhance the functionality available in each module based on feedback from clients, resellers and their own staff. The Maintenance and Improvements Agreement provides users with access to these enhancements as they are released. While AccuFund strives to provide error free software, it is software and may occasionally not operate to specification. Clients have access to software corrections through their M&I Agreement.   With each release, a list of enhancements and maintenance changes are documented. When installing an upgrade, AccuFund products are self updating. The system will sense a change and all required database changes are installed automatically, the first time the system is run after the upgrade. As a practical matter we recommend the software administrator invoke the software immediately after installing the upgrade, so that other users are not surprised by the displayed messages.

AccuFund customarily releases two enhancement updates per year in the spring and fall. Additional hot-fix builds are released during the interim as necessary.

Major updates, which are classified by a change in the version number before the first decimal, are released as deemed appropriate: typically, when there are major changes to system design or architecture.

A copy of AccuFund's Support Agreement has been included below.

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 14 of 21

ATT IV ComputerWorks Proposal

<center>**AccuFund Support Agreement**</center>

AccuFund agrees to provide the following services for the annual fees as set forth elsewhere and paid by Client.

It is the user's responsibility to carefully read the directions included with all updates to determine if they want the changes included and to follow the specific update directions. FURTHER, IT IS THE USERS RESPONSIBILITY TO MAKE SURE THEY HAVE A CURRENT BACK UP OF THEIR DATA PRIOR TO BEGINNING THE CONVERSION. AT THE LEAST THEY SHOULD MAKE A COPY OF THE DIRECTORY HOLDING THEIR LIVE DATA. ACCUFUND IS NOT RESPONSIBLE FOR DATA LOST AS THE RESULT OF INSTALING AN UPDATE.

AccuFund Support is divided into two components, 1. Support and 2. Maintenance and Enhancements, combined know as SM&E. In general all enhancements are made available to all users with a current SM&E Agreement, based on the software modules that they have licensed.

The two components are separately described below:
Maintenance and Enhancements:

- Maintenance - From time to time AccuFund will release corrections to the previously released software as a result of staff, reseller and user feedback informing AccuFund of actions of the software that are not to the specifications of the software. These are made available through our ftp site and by special request on physical media.
- Enhancements – Changes to the software to improve functionality are made regularly. These come from staff, resellers and users. Changes to existing modules are covered under user's SM&E Agreement. User will have access to these changes and are subject to the conditions described in the ACCUFUND, INC. END-USER LICENSE AGREEMENT included with every update. These are made available through our ftp site and by special request on physical media.

Support

- Support is available Monday – Friday from 9:00 am EST to 7:00 EST (Adjust one hour for daylight savings time). Support requests may be logged though a telephone call or through submission of an email to support@accufund.com. Support staff attempts to answer all requests as they arrive, but if you call in, a client may be put into a message system.
- Support includes answering questions about the functioning of the software and assisting client when an error occurs. Support staff will attempt to assist client in restoring system to functional mode or offering a work around to a known or discovered problem.
- Support analyst may ask that copies of the data be zipped up and transmitted to AccuFund for correction or analysis.
- Support does include remote connection to your system if available to diagnose problems and assist with recovery. This will be provided based on discretion of support analyst and availability of remote connection capabilities of client.
- Support does not include training on modules for new staff, new modules, new features that the customer may want to utilize or enhancements provided as part of the upgrade. Training may be acquired through AccuFund consulting or your reseller.
- Support does not include installation of upgrades.
- Having Support does not guarantee uninterrupted use of the software or that you will not have to re-install the software from a backup.

Disclaimer of Warranty

THIS SUPPORT AND SOFTWARE ARE DISTRIBUTED "AS IS" WITHOUT WARRANTY OF ANY KIND EXCEPT AS SPECIFICALLY STATED IN THE SOFTWARE LICENSE AND IN NO EVENT SHALL ACCUFUND, INC. OR ANY PERSON ASSOCIATED WITH ACCUFUND, INC. BE LIABLE OR RESPONSIBLE FOR ANY PROBLEMS TO THE HARDWARE, SOFTWARE, LOSS OF DATA, OR ANY CONSEQUENTIAL LOSSES THAT MAY ARISE FROM THE USE OF THIS ACCUFUND, INC. PROGRAM.

<center>ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 15 of 21</center>

ATT IV ComputerWorks Proposal

Support – ComputerWorks NFP Solutions

ComputerWorks NFP Solutions provides all services related to the sale, implementation and training of AccuFund. We are also available to provide first or second level support in addition to your maintenance and support agreement with AccuFund, Inc. if you desire. ComputerWorks NFP Solutions support services are not covered by your monthly software fees paid to AccuFund and are billed according to our then current fee schedule.

Our normal office hours are Monday through Friday from 8:30am to 5:00pm, however, ComputerWorks NFP Solutions staff are commonly available after-hours by appointment and we can provide emergency contact numbers for extreme scenarios requiring immediate attention.

ATT IV ComputerWorks Proposal

7.0 – Pricing

Software Costs

The software fees for the On-Premise version have been detailed on the following proposal pages.

Software Upgrade Costs

As long as a client remains current on their annual maintenance agreement with AccuFund, there is no cost to obtain updates and upgrades to the software.

Additionally, if a client purchases the Enterprise Suite, there are not any additional costs to utilize additional or newly released modules, as they are all currently included in the Enterprise License.

Annual Maintenance & Support Costs

The Annual Maintenance Cost is twenty-five percent (25%) of the SRP of all licensed software.

After the first year, clients who do not use AccuFund's support services frequently or who wish to utilize ComputerWorks NFP Solutions for their first line support, have the option of selecting Maintenance & Enhancements Only, which reduces the annual renewal to fifteen percent (15%) of the SRP of all licensed software.

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 17 of 21

ATT IV ComputerWorks Proposal

ACCUFUND ON-PREMISE ACCOUNTING SYSTEM PROPOSAL
for
Willamalane Park and Recreation District

Revised Novermber 26, 2019
This quote is valid for 60 days

SOFTWARE COSTS: Based Upon Client Purchase

Professional Edition Core System w/3 Concurrent User Licenses	$9,495.00

(Includes: General Ledger, Accounts Payable, Bank Reconciliation, Cash Receipting, G/L Allocations, Budget Reporting, Financial Report Writer, Reports and Forms Designer, Excel Export, Image Scanning, ACH Payment/Receipt, Import/Export, Dashboards, Expense Control, Departmental Security, Bank Access Security, Cash Draw er Security, Account Level Security, Payroll & HR Item Security, Forms & Reports Access Security. Business Rules)

12 - Additional Concurrent Full Access Licenses	$14,340.00
Accounts Receivable w/Inventory	$1,695.00
Purchasing w/Inventory	$1,695.00
Requsitions w/Electronic Approvals (requires Purchasing)	$1,695.00
Fixed Assets	$1,695.00
Budget Development	$1,695.00
Grants Management	$1,695.00
Web Portal (up to 50 Active Employees)	$995.00
Portal Access - Requisition Entry/Approval & Reporting (requires Web Portal)	$1,695.00
Automations Work Bench	$1,995.00
Total Software (SRP)	$38,690.00
Discount on Additional Modules Purchased with Core	($2,655.00)
Software (subject to CA sales tax)	**$36,035.00**

California Sales Tax	0.00%	$0.00
Shipping		N/C
1st Year Maintenance & Support (provided by AccuFund)	25% of SRP	$9,672.50
Tax, Shipping & Support		**$9,672.50**
Total Software Cost Due Upon Order		**$45,707.50**

ATT IV ComputerWorks Proposal

Service Costs

Please note that the service costs estimate is based upon the projected maximum number of system design, setup, implementation, and training hours required for your project based upon the information we have thus far. However, billing will be based upon actual time and costs and may vary from those quoted with the exception of data conversion, which will be quoted as a flat fee if applicable.

The hourly estimated services costs have been quoted using our standard service rate as outlined in our attached Fee Schedule and does not take advantage of any pre-paid time block discounts.

ATT IV ComputerWorks Proposal

COMPUTERWORKS NFP SOLUTIONS SERVICES PROPOSAL
for
Willamalane Park and Recreation District
Revised Novermber 26, 2019
This quote is valid for 60 days

IMPLEMENTATION, SETUP & TRAINING ESTIMATE:

System Design & Planning	20 @ 150.00 Standard Rate	$3,000.00
Core System	80 @ 150.00 Standard Rate	$12,000.00
Accounts Receivable w/Inventory	8 @ 150.00 Standard Rate	$1,200.00
Purchasing w/Inventory	8 @ 150.00 Standard Rate	$1,200.00
Requsitions w/Electronic Approvals	12 @ 150.00 Standard Rate	$1,800.00
Fixed Assets	12 @ 150.00 Standard Rate	$1,800.00
Budget Development	8 @ 150.00 Standard Rate	$1,200.00
Grants Management	16 @ 150.00 Standard Rate	$2,400.00
Web Portal	4 @ 150.00 Standard Rate	$600.00
Portal Access	4 @ 150.00 Standard Rate	$600.00
Automations Work Bench	12 @ 150.00 Standard Rate	$1,800.00
Form/Report Setup & Customization	16 @ 150.00 Standard Rate	$2,400.00
Remote Access Premium Service Plan	1 @ 450 per year	$450.00

Total Estimated Implementation and Training   **$30,450.00**

DATA CONVERSION ESTIMATE:

*(The import of Master Records such as Vendors, Customers, Employees is included in the quoted services.
The client may be responsible for extracting the master records from the existing system for import.
Data conversion quoted here relates to transactional record history. Where appropriate, such as in
the G/L, the conversion of summary balances by month is less expensive than Transactional Detail.)*

1 Prior Fiscal Year	G/L Detail Transactions	$1,800.00

*(The data conversion cost estimate is based on the conversion of "Detail" for one database
and the years indicated. The client may be responsible for extracting the transactional
data from the existing system in a text or excel format and for providing a mapping table
from the historical account structure to the new account structure established during the
System Design & Planning phase. The conversion requirements and feasibility will be discussed
and evaluated during this phase and this estimate may be adjusted based upon determined necessity,
feasibility, or requested changes in regards to the data be converted.)*

ESTIMATED REIMBURSABLE TRAVEL COSTS:

Travel costs are not typically quoted due to their unpredictable nature.
This estimate is included for budgetory purposes, however, billing will be based
upon actual costs according to our fee schedule. Travel costs can be minimized by utilizing
web-based/remote services when feasible.

Total Estimated Travel Expenses $5,000.00

ComputerWorks NFP Solutions
Financial Software System Proposal for Willamalane Park and Recreation District
Page 20 of 21

ATT IV ComputerWorks Proposal

ComputerWorks NFP Solutions
Fee Schedule
(Rates are not guaranteed and are subject to change with a 30 day notice)

Service and Travel Rates

Standard Service Rates (pay-as-you-go)
Our standard service rate is $150 per hour, billed in 15-minute increments, with a six-hour minimum per day for on-site appointments. The standard service rate for services provided outside of normal weekday operating hours, on weekends, or during company holidays is $175 per hour.

Premium Service Rates (pre-paid)
Qualified clients may be eligible to save money on large projects or on-going service needs by purchasing pre-paid blocks of 25+ hours at the current premium service rate. Our premium service rate is $130 per hour, billed in 15-minute increments, with a six-hour minimum for on-site appointments. The premium service rate for services provided outside of normal weekday operating hours, on weekends, or during company holidays is $150 per hour.

Travel Time Rates
The travel time rate is 50% of the applicable service rate. For clients located within a 60-mile radius of our offices, travel time is billed at a minute per mile rounded to the nearest quarter hour. For clients located further than 60 miles from one of our offices, travel time is billed as follows:

61 – 100 Miles	$ 1.10 per mile
101+ Miles	$ 1.00 per mile (plus Travel Costs for multiple-day appointments)

CONUS Air Travel	4 hours of travel time each way plus Travel Costs
AK & HI Air Travel	8 hours of travel time each way plus Travel Costs
International Air Travel	16 hours of travel time each way plus Travel Costs

Travel Costs
All travel costs (i.e. airfare, lodging, meals, etc.) are billed as reimbursable expenses. Airfare and Car Rentals are billed on actual costs. Lodging, Meals and Incidental costs are billed according to the U.S. General Services Administration published Per Diem rates for U.S. domestic travel and the U.S. Department of State published rates for non-continental U.S. and international travel.

Telephone and Remote Access Service Rates

Standard Telephone Support
As a "value-added" service to our clients, ComputerWorks NFP Solutions is happy to address simple problems and issues over the telephone. These are issues that are resolved within ten minutes.   Issues exceeding 10 minutes are billed in 15-minute increments at the applicable service rate.

Remote Access Services
Remote Access is a secure, Internet based service that allows us to interact with you and your data as if we were on-site. Via Remote Access, we can provide technical support, training, system updates, or even step you through a procedure like posting and rolling balances at year-end without ever leaving our office, saving you time, money and frustration.

Remote Access Standard Service Rates (pay-per-use)
There is a $25 initiation fee for Remote Access sessions in addition to services, which are billed from the start of the session in 15-minute increments at the applicable service rate.

Remote Access Premium Service Plan
This plan is billed annually at a cost of $450. It includes unlimited Remote Access sessions and up to 15 minutes of services per incident (one incident may include several sessions). Additional time will be billed in 15-minute increments at the applicable service rate.

ATT IV ComputerWorks Proposal

Agenda Memo

(Action Item)

TO: Board of Directors
FROM: Teri Gutierrez, Human Resource Manager
DATE: December 05, 2019
SUBJECT: The District to front load 50% of the employees HSAs annual contribution

---

TOPIC:
To consider renewing the employee health insurance plan for policy year March **1,** 2020 through February 28, 2021.

DISCUSSION:
For the past nine years the District has been offering a high deductible plan (approximately $2,000 single employee; $4,000 with family), it is likely the high deductible will increase for 2020. Along with these high deductible plans, the District has contributed for eligible employees; $1,400 for single employee or $2,800 for family plans, in either a health savings account (HSA) or a health reimbursement account (HRA). These contributions ensure that the District covers approximately 70% of the deductible.

For HSAs, the District contributions are deposited in the employees' individual HSA account at Umpqua Bank and the funds can be rolled over to future years. The HRAs is managed by Pacific Source Administrators and does not require employee individual bank accounts nor does it require front-end loading as the entire election is available at the beginning of the plan year.

Historically, the District has funded 50% of the HSA at the beginning of the plan year and the remaining 50% over the course of next eleven months of the calendar year. Last year, the memo to approval HSA front-loading was not submitted until the January 9, 2019 Board Meeting, which caused the District's HSA contributions to front-load in February 2019 rather than January 2019. Therefore, we are requesting the Board approval of the HSA front-loading in December to provide enough time for the Finance department to prepare for the contributions to start January 15, 2020.

We will not know the exact rate increase for our health benefits until late December or early January. We will submit the proposed health rate increases at the January 8, 2020 Board meeting.

REQUESTED ACTION:
Staff recommends the Board approve the front-loading of 50% of the District's HSA contributions on January 15, 2020.

ATTACHMENTS:
None

willamalane
Park and Recreation District

Agenda Memo

(Action Item)

Willamalane Center for Sports and Recreation | 250 S. 32nd St., Springfield OR 97478-6302
541-736-4544 | willamalane.org

TO: Board of Directors
FROM: Teri Gutierrez, Human Resource Manager
DATE: December 05, 2019
SUBJECT: Insurance Renewal –
Property and Casualty coverage from January 1, 2020 to December 31, 2020.

Topic

December 31, 2019, is the expiration date for the District's current liability insurance policy. On December 6, 2019, we met with our insurance agent of record, Geoff Sinclair, with Brown and Brown Northwest, he presented premium information from Special Districts Association of Oregon for the property/liability insurance renewal.

Discussion

We qualified for a longevity credit amounting to $15,255 (2% increase from the last 2-year rate lock agreement). The credit will be paid over a two-year period, in January 2019, the District will receive a payment of $7,627.50 and the same amount will be paid in January 2020. In exchange, the District will need to remain a participant in the property and liability program through December 31, 2021. In addition, SDAO has agreed to a maximum rate increase not to exceed 5% in policy year 2020 if the District's loss ratio for policy years 2013 to 2017 remains at or below 65%. Our current loss ratio is less than 35%.

The Special Districts Association of Oregon insurance program continues to serve the District exceptionally well and provides superior service in their products. The District is again receiving a 10% credit for our performance in the Best Practices Program. The Best Practices Program includes five areas of risk management and training; including a survey of the agency regarding their policies and procedures. Willamalane again qualifies for the highest rating. Our loss ratio continues to be very good at 34.77% for the period 2015 through 2019. The District may also be eligible for an additional 10% credit on 2021 general, auto and property insurance, if the Board registers for and completes the "Board Self-Assessment program" that SDAO leads free of charge. Geoff Sinclair strongly encourages that we take advantage of the Board Training not only for the credit but for the benefits he has seen it bring to other boards that have taken part in the program.

Premium Information

Calendar Year 2019 policy with SDAO	Proposed Calendar Year 2020 SDAO Quote	Change
$116,653	$130,663	$14,010 (12.01%) increase

Global Losses impact on Willamalane

Willamalane purchases insurance coverage from SDAO and SDAO purchases insurance from the global marketplace through reinsurance. While Willamalane and SDAO both had reasonably good loss years, the global market has absorbed some very high loss years for the past three years. Forest fires, hurricanes and floods all have resulted in higher prices for similar coverage.

All District property has also been trended upwards 2% reflecting the property market here in Lane County. As you can imagine, this has increased the property coverage costs to Willamalane, which is a significant portion of the increase this year.

Operation/Policy Impacts

A second factor impacting the premium changes this year is the District budgeted increases in Personal Services increased by $1,077,930 in FY 2020.

While this is an abnormal increase in premiums as compared to the past 7 years, it is being recommended that we continue to budget a 10% increase for FY2021 as the global losses continue to weigh heavily on the property market.

Special Districts Association of Oregon (SDAO) is a very stable and experienced insurance provider to the District. There are no other markets that can provide the coverage, services and price for our varied and specialized risks.

Recommended Action

Staff recommends the Board approve our Longevity Credit and Rate Lock Agreement and our Property and Casualty coverage with SDAO and Brown and Brown Insurance Northwest (Geoff Sinclair as our agent of record), through December 31, 2021.

Attachments:

None

TO: Board of Directors

FROM: Teri Gutierrez, Human Resource Manager

DATE: December 9, 2019

SUBJECT: Revision of Equal Employment Opportunity Policy – Workplace Fairness SB479

TOPIC:

This year's legislative session produced several new and revised employment laws. The majority of the laws are effective January 1, 2020. One of the most significant is Senate Bill 479 Oregon Workplace Fairness Act for Public Employers. The law requires public employers to adopt specifically written anti-discrimination and harassment policies. We have rewritten Personnel Policy Section I. Equal Employment Opportunity Policy.

DISCUSSION:

Since Senate Bill 479 Oregon Workplace Fairness Act for Public Employers was passed many public employers have been scrambling to create a policy that is complaint with the new requirements. HR Answers (an discounted HR service provided by SDAO), provided a thorough template for public employers that uses the specific terms and process required in the law. The Bureau of Labor and Industries (BOLI) is developing administrative rules that will be distributed late December 2020. However, the new law and policy are effective January 1, 2020. Therefore, we have revised the policy as best we can but expect to see another revision next year. The attached policy was a complete rewrite of the current Section I. Equal Employment Opportunity Policy; the highlighted sections were specific language that needed to be adopted.

I thought it might be helpful to summarize the specific policy requirements in for public employers in SB 479 below:

- Establish and adopt a written policy that seeks to prevent and investigate workplace harassment and contain information on how to report and pursue claims

- Include a statement prohibiting workplace harassment, information explaining victim's rights through internal process, Bureau of Labor and Industries (BOLI) process, or other available laws, including a progress follow up on the timeline under which relief must besought, available remedies, and the advance notice that is required under ORS30.275

- Include statements that person who reports harassment is protected from retaliation, scope of policy and application to public officials, volunteers, and interns, explanation that victim may voluntarily disclose information relating to incidents of workplace harassment, and information to connect victim with legal and support services

- Develop written policies and procedures for prompt investigation of reports of workplace harassment

- Provide instruction for maintaining records of workplace harassment, establish a process for filing a complaint, and require the employer to follow up with the **victim at least once every three months** in year following report to determine whether harassment has stopped or whether victim has been subject to retaliation

- Employers must provide a copy of policy to new employees at time of hire and **at any time an employee discloses concerns about workplace harassment**
- Makes it an unlawful employment practice for an employer to enter into a nondisclosure agreement as a condition of employment, continued employment, promotion, compensation, or receipt of benefits if agreement prevents employee from disclosing or discussing employment discrimination or sexual assault
- Provide information on the **five-year statute of limitations** for action based on prohibited conduct (previously one year)
- Statement that provisions for prohibiting workplace harassment and procedures for investigation become effective January 1, 2020; provisions relating to nondisclosure agreements become effective October 1, 2020.

REQUESTED ACTION:

Staff recommends the Board approve the revised Equal Opportunity Policy that the addition of the lactation provisions.

ATTACHMENTS:

Personnel Policy Section I. Equal Employment Opportunity Policy.

I.   EQUAL EMPLOYMENT OPPORTUNITY POLICY

Section I is effective as of January 1, 2020. This section supersedes any prior written or oral policies, statements or understandings on these subjects.

A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Willamalane Park and Recreation District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Willamalane Park and Recreation District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

Willamalane Park and Recreation District has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Willamalane Park and Recreation District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable or will be tolerated.

Any employee who has questions or concerns about these policies should talk with the Human Resource Manager, as an alternative you may reach out to the Human Resource Supervisor.

PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

B. RETALIATION

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of Willamalane Park and Recreation District to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Any employee found to have engaged in retaliatory action or behavior will be subject to discipline, up to and including dismissal.

C. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

D. UNLAWFUL HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, injured worker's status, veteran's status, genetic information, or any other characteristic protected by law, or association with a protected class, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

E. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Willamalane Park and Recreation District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with Human Resource Manager, or Human Resource Supervisor. See the complaint procedure described below.

In addition, we encourage but it is not required that individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up (via email or in person) every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Human Resource Manager.

False charges or allegations shall also be regarded as a serious offense and will be subject to discipline, up to and including dismissal.

INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Human Resource Manager. If you are unable to reach the primary contact, please reach out the Human Resource Supervisor. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Willamalane Park and Recreation District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. **However, complaints and concerns may be brought forward within five years of the alleged violation**

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly and efficiently. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge. While we cannot provide an exact timeline since investigations can involve many interviews, however we will be provide regular (weekly if necessary) updates on the overall progress of the investigation.

Willamalane Park and Recreation District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, mandatory counseling, reprimand, reassignment, demotion, suspension without pay, or dismissal, as Willamalane Park and Recreation District believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the District, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

F. EMPLOYMENT AGREEMENTS

It is an unlawful for the employer to enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation or the receipt of benefits, that contains a nondisclosure provision, a non-disparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing conduct constitutes discrimination or harassment including sexual assault; AND occurred between employees or between the employer and an employee:
- in the workplace
- or at a work-related event that is off the employment premises and coordinated by or through the employer
- or that occurred between the employer and an employee off the employment premises

An employee does have the option of requesting an employment agreement, the request will be in writing and the agreement will be provide at least seven (7) days for the employee to revoke the agreement. Agreement does not become effective until after revocation period expires

G. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The District provides the following for additional assistance:

- The Human Resource Manager can provide contact information for the District Legal Counsel
- Cascade Behavioral Health & EAP 541-345-2800
- Employees in the ASFCME Bargaining Union can access their Union Representative

willamalane
Park and Recreation District

TO: Board of Directors

FROM: Teri Gutierrez, Human Resource Manager

DATE: December 9, 2019

SUBJECT: Rest and Meal Periods Policy – revision and addition of Lactation provisions

---

TOPIC:

We revised the current Rest and Meal period to include a chart and added verbiage for better understanding of the policy. The highlighted sections of the attached policy and are the main pieces added.

In addition, we added a new section, Lactation provisions, to the Rest and Meal Period policy. This year's legislative session produced several new and revised employment laws. The majority of the laws are effective January 1, 2020. One of the laws include new requirements for employers to provide reasonable space and accommodations for employees expressing milk.

DISCUSSION:

Revisions to the current Rest and Meal Periods Policy were for clarification, inserting a chart for specific details and the removal of the "Minor" note, because our current policy already has the 15-minute break which is the main difference between adult and minor employees.

A new section was added, Lactation provisions. This addition is due to House Bill 2593, effective January 1, 2020 requires employers with employees who are expressing milk for their babies under 18 months old to provide a private space and extended break periods. The space must be in the facility and close to the employees' office or desk, the facility must have a refrigerator to store expressed milk and the private space cannot a public restroom or wash room and must have signage indicating the space is in use. In addition, to providing a private space, the law also requires employers to allow lactation breaks that may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. Supervisors and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk. The notice of HB 2593 must be posted at facilities and provided to all employees who are expressing milk.

REQUESTED ACTION:

Staff recommends the Board approve the revised Rest and Meal Periods Policy that the addition of the lactation provisions.

ATTACHMENTS:

Rest and Meal Period Policy

Willamalane Personnel Policies

Section V. Hours of Work & Overtime Considerations, Rest and Meal Periods, And District Closures

D. Rest and Meal Periods

Previous Policy

(Adopted 07/15/96) Employees will be allowed a 15-minute rest period for every segment of 4 hours (or major part of 4 hours) worked in one work period. It is encouraged, but not mandatory, that each 15-minute rest period be taken in the middle of each work period. For work periods of six hours or more an unpaid meal period of at least thirty minutes will be taken between the second and fifth hour worked. Full-time employees may be allowed a one-hour meal period. If an employee is required to remain on duty during the meal period or performs any tasks, the employee must be paid for the meal period.

MINOR: In addition to the above-stated policy, employees who are minors (ages 14 through 17) must have at least a 30-minute meal period no later than 5 hours and 1 minute after the shift begins. Employees who are ages 14 and 15 must be relieved of work duties during this time.

Proposed revisions

Willamalane employees will be allowed a 15-minutes rest period for every segment of four hours or major part thereof (two hours and one minute through four hours, see chart below) worked in one work period. If it is feasible considering the nature and circumstances of the work, each 15-minute rest period be taken in the middle of each work period (defined as the period between the time an employee begins work and the time the employee ends work). The rest period may not be added to the usual meal period or deducted from the beginning or end of the work period to reduce the overall length of the total work period.

For work periods of six hours or more an unpaid meal period of at least thirty minutes will be taken. If the work period is at least six hours but less than seven hours, the meal period is to be taken after the second hour worked and prior to the commencement of the fifth hour worked. If the work period is more than seven hours, the meal period is to be taken after the third hour worked and prior to the commencement sixth hour worked. Full-time employees may be allowed a one-hour meal period. For lactation rest breaks see policy below.

If an employee is required to remain on duty during the meal period or performs any tasks, the employee will be paid for the entire meal period when they are not relieved of all duties for an uninterrupted 30 minute period. The supervisor must complete an "Undue Hardship" form found at https://www.oregon.gov/boli/WHD/pages/meal_waivers.aspx and provide a copy to human resources. Minors (14 to 17 years of age) do not qualify for Undue Hardship exception.

REMOVAL of "MINOR" language

LENGTH OF WORK PERIOD	# of Breaks	# of Meals
2 HRS or Less	0	0
2 HRS 1MIN- 5 HRS 59 MIN	1	0
6HRS	1	1
6 HRS 1 MIN-10 HRS	2	1
10 HRS 1 MIN- 13 HRS 59 MIN	3	1
14 HRS	3	2
14 HRS 1 MIN- 18 HRS	4	2
18 HRS 1 MIN- 21 HRS 59 MIN	5	2
22 HRS	5	3
22 HRS 1 MIN- 24 HRS	6	3

Lactation Provisions:

Willamalane promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods each time they need to express milk. Lactation breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. (HB2593) Supervisors and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor or human resources should be informed immediately.

Willamalane will provide, within the office building, a private space with an electrical outlet, to express breast milk. This space may vary according to available empty rooms. Check with the facility program manager or human resources to identify the designated space. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. Since breast milk is a bodily fluid, and as such, could harbor certain communicable diseases, it is important it be labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

TO: Board of Directors
FROM: Chuck Dinsfriend, IT Manager
DATE: November 26, 2019
SUBJECT: Network Infrastructure Refresh

Topic
Staff is requesting the Board of Directors grant the Superintendent authority to award a goods and services contract to GCSIT Solutions for the purchase of new network infrastructure hardware, software and implementation services.

Discussion
Our network server infrastructure will be eight years old in March. The system can no longer be upgraded and has reached the end of its serviceable life. There is a high risk of serious consequences should we continue to run our services on this aging infrastructure. These services impact the district's operations from financial accounting and payroll to telecommunications and email. Any failure of the underlying infrastructure that support these operations could be severe and affect safety and security.

The attached proposal outlines the necessary hardware, software and services required to bring our data center up to date. Expected serviceable lifetime for a system of this type is between three and five years. We are instituting a five year refresh cycle and will be reserving 1/5 of the total replacement costs of this system each year. By doing this, at the end of the five year life of the new system, we will be in a financial position to replace and refresh the infrastructure in a timely manner.

 We solicited five quotes. The results from the top three are:

	GCSIT	CDWG	TIG
network servers	35160	39000	84003
network switches	13612	14400	23140
VMWare software	56630	61005	nb
Statement of Work	17075	nb	24000
	122477	114405	131143

The IT team researched and reviewed a number of alternatives to determine the best solution for Willamalane Park and Recreation District. After considering three options: traditional 3/2/1 stack, Hyper-Converged Infrastructure (HCI) and Infrastructure as a

Service (IaaS), IT Staff determined that HCI would serve the district best for the next five years. HCI will provide improvements in hardware and software management which will lower overall operating costs. It is scalable and flexible to meet our storage and compute needs. It also integrates seamlessly to incorporate cloud-based Disaster Recovery as a Service (DRaaS), which is recommended per the Strategic Plan (priority 5, iii, C).

In reviewing the responses, CDWG failed to provide implementation services in the form of a Statement of Work (SOW). TIG lacked the VMWare software which is required to manage the system. We recommend that we proceed with the contract with GCSIT, who has the lowest responsive price and has intimate knowledge of our systems having provided us with the original installation of our data center eight years ago.

Recommended Action
Authorize the Superintendent to purchase the goods and services from GCSIT.

Attachments
I - GCSIT Quote
II - CDWG Quote
III - TIG Quote

GCSIT SOLUTIONS

MHEC • DELL EMC PARTNER TITANIUM

Dell Named Strategic Partner   *MHEC Contract #: MHEC-07012015 GCSIT Vendor ID: C000000135032*

Serving Your Information Technology Needs Since 1989

Presented To:	Jeremy Peterman	Date:	12/2/2019
	Willamalane Park and Recreation District	Quote #:	160449338-61
	jeremyp@willamalane.org		

RE: **Willamalane P&RD - vSAN Configuration - 4 x Dell PowerEdge R740XD Servers 5YR MHEC**

Jeremy:

We are proud to assist you with the purchase of Dell solutions via the MHEC Contract. Please take a moment to review the following quote(s) carefully. Below I have detailed the information required to process your order. Please keep in mind that your purchase will be made with GCSIT Solutions, in accordance with the terms and conditions of MHEC contract MHEC-07012015.

Purchase Order: To ensure that your order gets processed accurately and timely please include the following information with your Purchase Order:

GCSIT Solutions Quote #	Payment Terms (Net 30, Lease)
Ship Method and Pricing	"Ship-to" address, contact name and phone number
Purchase Order Number	"Bill-to" address and contact name
Purchasing Department contact name and phone number	Tax status (taxable or non-taxable)
Signature of Authorized Company representative	

Vendor To: GCSIT Solutions
                      1654 20th Ave
                      Seattle, WA 98122

Contract: MHEC-07012015
GCSIT Vendor ID: C000000135032

In order for GCSIT Solutions to assist you with order accuracy, shipment tracking, and delivery mitigation, please send your PO to GCSIT via email to sales@gcsit.com or via fax to (888) 349 2801.

Please let me know if you have any questions or require any revisions. I am ready to assist,

Brian Staley
Inside Sales Rep
bstaley@gcsit.com
(866) 424-2766 Ext 2248

GROUP 1 UNIT PRICE: $8,790.00	QUANTITY: 4	GROUP TOTAL: $35,160.00

PowerEdge R740XD Server	210-AKZR
PowerEdge R740/R740XD Motherboard	329-BDKH
No Trusted Platform Module	461-AADZ
Chassis with Up to 24 x 2.5 Hard Drives for 1CPU Configuration	321-BCPX
PowerEdge R740XD Shipping	340-BLBE
PowerEdge R740 Shipping Material	343-BBFU
Intel Xeon Silver 4114 2.2G, 10C/20T, 9.6GT/s , 14M Cache, Turbo, HT (85W) DDR4-2400	338-BLUS
No Additional Processor	374-BBBX
Blank for 1CPU Configuration	370-ADPF
Standard 1U Heatsink	412-AAIQ
2666MT/s RDIMMs	370-ADNU
Performance Optimized	370-AAIP
Unconfigured RAID	780-BCDS
PERC H740P RAID Controller, 8GB NV Cache, Mini card	405-AANQ
No Operating System	619-ABVR
No Media Required	421-5736
iDRAC9,Enterprise	385-BBKT
OpenManage Enterprise Advanced	528-BIYY
iDRAC Group Manager, Disabled	379-BCQY
iDRAC,Factory Generated Password	379-BCSF
Riser Config 1, 4 x8 slots	330-BBGZ
Intel X520 Dual Port 10GbE SFP+ & i350 Dual Port 1GbE BASE-T, rNDC	540-BBBB
IDSDM and Combo Card Reader	385-BBLE
Redundant SD Cards Enabled	385-BBCF
64GB microSDHC/SDXC Card	385-BBKI
64GB microSDHC/SDXC Card	385-BBKI
6 Performance Fans forR740/740XD	384-BBPZ
Dual, Hot-plug, Redundant Power Supply (1+1), 1100W	450-ADWM
PowerEdge 2U LCD Bezel	325-BCHV
PE R740XD Luggage Tag	389-BTTO
Quick Sync 2 (At-the-box mgmt)	350-BBJU
Performance BIOS Settings	384-BBBL
UEFI BIOS Boot Mode with GPT Partition	800-BBDM
ReadyRails Sliding Rails Without Cable Management Arm	770-BBBQ
No Systems Documentation, No OpenManage DVD Kit	631-AACK
US Order	332-1286
Declined Remote Consulting Service	973-2426

Dell Hardware Limited Warranty Plus On-Site Service	**813-6068**
ProSupport: Next Business Day On-Site Service After Problem Diagnosis, 5 Years	**813-6076**
ProSupport: 7x24 HW/SW Technical Support and Assistance, 5 Years	**813-6090**
Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	**989-3439**
Signature Support, Proactive Maintenance, 1 Year, 2 Events per Year	**SS-12MO**
On-Site Installation Declined	**900-9997**
32GB RDIMM 2666MT/s Dual Rank x 4	**370-ADNF**
1.92TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD, 3504 TBW x 2	**400-AXSD**
960GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug AG Drive, 3 DWPD, 5256 TBW x 2	**400-AZVM**
Intel X520 Dual Port 10GbE SFP+ Adapter, PCIe Full Height	**540-BBCT**
NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America x 2	**450-AALV**

QUOTE TOTAL: $35,160.00

All product and pricing information is based on latest information available. Subject to change without notice or obligation. Local sales taxes, when applicable, will appear on your final invoice.

Presented To:	Jeremy Peterman	Date:	11/8/2019
	Willamalane Park and Recreation District	Quote #:	180660486-50
	jeremyp@willamalane.org		

RE: **Willamalane P&RD - 2 x Dell Networking N4128F 10GB 5YR MHEC**

Jeremy:

We are proud to assist you with the purchase of Dell solutions via the MHEC Contract. Please take a moment to review the following quote(s) carefully. Below I have detailed the information required to process your order. Please keep in mind that your purchase will be made with GCSIT Solutions, in accordance with the terms and conditions of MHEC contract MHEC-07012015.

Purchase Order: To ensure that your order gets processed accurately and timely please include the following information with your Purchase Order:

GCSIT Solutions Quote #	Payment Terms (Net 30, Lease)
Ship Method and Pricing	"Ship-to" address, contact name and phone number
Purchase Order Number	"Bill-to" address and contact name
Purchasing Department contact name and phone number	Tax status (taxable or non-taxable)
Signature of Authorized Company representative	

Vendor To: GCSIT Solutions
             1654 20th Ave
             Seattle, WA 98122

Contract: MHEC-07012015
GCSIT Vendor ID: C000000135032

In order for GCSIT Solutions to assist you with order accuracy, shipment tracking, and delivery mitigation, please send your PO to GCSIT via email to sales@gcsit.com or via fax to (888) 349 2801.

Please let me know if you have any questions or require any revisions. I am ready to assist,

Brian Staley
Inside Sales Rep
bstaley@gcsit.com
(866) 424-2766 Ext 2248

GROUP 1 UNIT PRICE: $6,375.00	QUANTITY: 2	GROUP TOTAL: $12,750.00

Description	Code
Dell EMC Switch S4128F-ON, 1U, 28 x 10GbE SFP+, 2 x QSFP28, IO to PSU , 2 PSU, OS10	210-ALSZ
OS10 Enterprise S4128F-ON	619-AMIZ
US Order	332-1286
Dell EMC Networking S4100-ON Americas User Guide	343-BBGC
Dell Hardware Limited Warranty 1 Year	814-1417
ProSupport:Next Business Day Onsite Service After Problem Diagnosis, 1 Year	814-1428
ProSupport:Next Business Day Onsite Service After Problem Diagnosis, 4 Years Extended	814-1438
ProSupport:7x24 HW/SW Technical Support and Assistance, 5 Years	814-1439
Dell Limited Hardware Warranty Extended Year(s)	975-3461
Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	989-3439
Info 3rd Party Software Warranty provided by Vendor	997-6306
On-Site Installation Declined	900-9997
Signature Support, Proactive Maintenance, 1 Year, 2 Events per Year	SS-12MO
Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13 x 2	450-AAFH
Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13 x 2	450-AAFH

GROUP 2   ACCESSORIES AND SOFTWARE

	DESCRIPTION	UNIT PRICE	QUANTITY	LINE PRICE
2	Dell Networking, Cable, SFP+ to SFP+, 10GbE, Copper Twinax Direct Attach Cable, 3 meter (470-AAVJ)	$59.00	8	$472.00
3	Dell Networking Cable, 100GbE QSFP28 to QSFP28, Passive Copper Direct Attach, 0.5 Meter (470-ABPW)	$195.00	2	$390.00

QUOTE TOTAL: $13,612.00

All product and pricing information is based on latest information available. Subject to change without notice or obligation. Local sales taxes, when applicable, will appear on your final invoice.

GCSIT SOLUTIONS

Quote   80738   **Date 11/8/2019**

Quoted To:

Jeremy Peterman
Willamalane Park and Recreation District
Email: jeremyp@willamalane.org
(541) 736-4044

From:

Josh Julian
Toll Free: (866) 424-2766 ext 2236
Fax: (888) 349-2801
Direct: (623) 223-7694
Email: jjulian@gcsit.com

We are pleased to Quote as follows:

RE: Willamalane P&RD - 4 x VMware HCI Kit ADV vCT

Itm	Qty	Description	Unit Price	Amount
1	4	VMWARE CPP T1 HCI KIT 6 ADV /CPU LICS (HCI-ADV-CPU-C-T2)	$5,073.00	$20,292.00
2	20	VMWARE Production Support/Subscription for VMware HCI Kit 6 Advanced (Per CPU) for 1 year (HCI-ADV-CPU-P-SSS-C) *5YR Sold as 5 x 1YR	$1,616.00	$32,320.00
3	1	VMWARE CPP T1 VCTR SERVER 6 FNDTN LICS VSPHERE 4 HOSTS PER INSTANCE (VCS6-FND-C-T2)	$1,243.00	$1,243.00
4	5	VMWARE Production Support/Subscription VMware vCenter Server 6 Foundation for vSphere up to 4 hosts (Per Instance) for 1 year (VCS6-FND-P-SSS-C) *5YR Sold as 5 x 1YR	$555.00	$2,775.00

Notes

Electronic Fulfillment.

Above Pricing good for 20 days Unless otherwise noted quoted prices include shipping. Please reference Quote # 80738 when placing orders or making inquiries. All product and pricing information is based on latest information available. Subject to change without notice or obligation.

TOTAL: **$56,630.00**

statement of work

Willamalane Park & Recreation Department
vSAN Install and Configuration

November 14, 2019

V 2

SOW #: 161252525

GCSIT SOLUTIONS

Tony Para

Account Executive

206 683-0794

tpara@gcsit.com

GCSIT Solutions

1654 20th Avenue

Seattle, WA 98122

866-424-2766

Contents

1   Statement of Work Prepared For

Customer	Contact
Willamalane Park and Recreation District 250 S 32ND ST Springfield, OR 97477	Chuck Dinsfriend (541) 736-4544 Chuck.Dinsfriend@willamalane.org

2   Introduction

This Statement of Work (SOW) defines the services that GCSIT will deliver to Willamalane Park and Recreation District. Each of the parties' responsibilities is defined to provide a clear understanding of the scope of services to be delivered.

The pricing submitted with the SOW appreciates the Services and Responsibilities described in the scope of work. GCSIT will work hard to ensure that we meet your schedule requirements. However, actual project dates will be subject to availability of materials and resources and Willamalane Park and Recreation District's attention to its responsibilities.

3   Project Scope

3.1   Overview

Willamalane Park and Recreation District has engaged GCSIT to assist with an upgrade of the VMware vSphere environment from 5.1 to 6.7 and install vSAN (hyper-converged system) as a replacement to aging hosts and the EqualLogic storage array.

The new system will not only allow VMware support of the environment, but will also enable a cloud ready platform, lower costs, increase predictability of future states and result in a substantial uplift in performance and operational simplicity.

3.2   Goals

Goal	Description
Upgrade vSphere	The main goal of this project is to update the entire vSphere stack and cover the next 5 years of infrastructure support.
Install & Configure new vSAN cluster in environment	GCSIT will install and configure the vSAN cluster to support the new vSphere environment
Install and configure new Dell switches	Configure the newly purchased Dell S4128F switches to support the VMware cluster

3.3 Tasks

Phase 1: Design Workshop

The design workshop includes; whiteboard session, existing documentation review and discussion of how changes could affect items outside of the scope. A detailed design document will be created along with gathering the specs for a Visio diagram for the new implementation. There will be a review of the project scope and objectives along with project timelines, scheduling and logistics.

Phase 2: Network Infrastructure Implementation

Install and configure Two Dell Switches to support the new high-speed virtualization systems. 10GB networking provides substantial speed increases and future proofs the network for growth.

Phase 3 - vSphere Infrastructure Implementation

Install, update and document the physical server infrastructure (4 Dell 740XD servers) required for the new virtualization environment. This stage includes the firmware and driver updates along with configuration of Out of Band management software.

Phase 4 - Configure vSphere environment

Install VMware vCenter Server and configure components. The Datacenter construct is built out along with adding hosts to the cluster. This prepares the environment for vSAN enablement and support.

Phase 5 - Configure vSphere networking

Configure vSphere host networking. vSphere has built in redundancy and failover capabilities in it's networking. VMware best practices are followed presenting a consistent environment across all of the hosts.

Phase 6 - Deploy vSAN

Utilizing vSAN Cluster Quickstart, this phase will ensure vSAN specific best practices are followed during the datastore creation. This phase includes enabling deduplication, compression and configuration of disk groups

Phase 7: Data Migration (As Needed)

This phase, if required, provides for assistance to migrate VMs (up to 5) from the existing vSphere environment to the new. This phase is as requested and not required.

Phase 8: Day 1 and Day 2 operations training (As Needed)

Hands on training in the new environment covering best practices, required maintenance and other topics relevant to Day 1 and Day 2 operations. This phase is as requested and not required.

Phase 9 - Document environment and close out project

Using a combination of tools and processes, the environment will be documented resulting in a detailed As-Built report and a logical Visio diagram. The report will include information on the VMware environment, physical host information and vCenter configuration post deployment. The implementation team will meet with the customer to ensure satisfaction and acceptance.

GCSIT
SOLUTIONS

3.4 Deliverables

Implementation Documentation: this document outlines what technologies are configured within the client network and how they were configured

3.5 Out of Scope Services

Topic	Description
Remediation of Current IT Environment	Any configuration, functionality, or other issues that exist in the current IT environment that require remediation prior to or during the project described in this document will be considered out of scope unless explicitly described above.
Unexpected Issues	Any issues encountered which lead to unavoidable delays or an increase in work are considered out of scope to this project.

Any services that are not specifically listed in this SOW are considered Out-of-Scope and may incur additional charges.

Out-of-Scope is defined as, but not limited to, the following:

- Any work requested by Customer to be performed during off-hours is considered premium/overtime, unless specifically provided within this SOW.

- Additional site visits required by implementation personnel because of changes in Customer requirements or other site readiness issues are out of scope and will incur additional travel costs, if applicable.

3.6 Project Location

Willamalane Main Facility   250 S 32ND ST, Springfield, OR 97477

3.7 Project Completion

Exceptions to the project acceptance may be made at project completion but must be approved in writing by both Customer and GCSIT.

Project completion is confirmed and ready for close out once GCSIT obtains Customer acknowledgement and satisfaction confirmation.

GCSIT SOLUTIONS

3.8 Pricing Schedule

The following pricing includes all services outlined in the scope of work. The pricing summary is specific to the tasks listed in the Scope and is based upon reasonable assumptions about the environment. Should additional work be required beyond the original scope of work, the original bid may need to be re-evaluated and a change order may be required.

Role	Rate	Estimated Hours	Estimated Cost
Senior Engineer	$225	61	$13,725
Services Travel	$100	8	$800
Project Management	$150	6	$900
Travel and Expense Estimate	$2,550		$2,550
Total Estimate		**75**	**$17,075**

Note: All stated prices are in U.S. dollars and exclusive of any taxes, fees and duties or other amounts, however designated, and including without limitation value added and withholding taxes which are levied or based upon such charges or upon this SOW. All time is charged in increments of 15 minutes.

GCSIT
SOLUTIONS

4 Assumptions and Notices

The project time estimates, and associated fees quoted within this Statement of Work are based on the following assumptions and responsibilities. Should any element(s) of these be lacking during execution of services, additional time and associated fees and expenses may be required to complete this Statement of Work.

- GCSIT has made every attempt to accurately estimate time required to successfully complete the project. Customer acknowledges all listed assumptions and responsibilities and agrees that should these be violated, if impediments or complications arise or if changes in scope are requested or required, the length of the project and associated price could be impacted.

- GCSIT is not responsible for delays caused by failures, including but not limited to, failures caused by systems, personnel or environmental causes or in using incorrect or insufficient data provided by Customer or Client.

- GCSIT will not guarantee a resource earlier than four (4) weeks after receiving this entire signed SOW and Customer Purchase Order. If Customer requests that GCSIT resource(s) be deployed sooner, an expedite fee may apply.

- All Project requests and changes must be communicated and negotiated through the GCSIT Project Management (PM) process in writing.

- GCSIT Deployment Engineers are specifically instructed not to accept Customer requests outside of the pre-determined SOW that have not been documented and communicated to them through the GCSIT PM.

- GCSIT will hold no responsibility for any changes made *after* releasing the system to Customer. If any errors occur from Customer changes, a Change Order must be written for associated labor and travel to correct the problems.

- In the event the Customer delays the progression of the implementation, GCSIT will not guarantee that Engineers will be available to re-deploy immediately upon customer's declared readiness to proceed. Should this occur, resources will be scheduled to resume during their next available open time slot.

5 Customer Project Roles

Role	Name	Description
Project Sponsor	Chuck Dinsfriend	This individual will review and approve all key issues that require management decisions. Main POC and customer sponsor of project work. Availability to contact required through all phases of project.
vSphere Administrator	Jeremy Peterman	This individual is responsible for day to day operations of monitoring and managing Customer vSphere Environment. This individual will be needed throughout the course of the project for environment information, access, and background.
Network Administrator	Jeremy Peterman	This individual is responsible for day to day operations of monitoring and managing Customer Networking Environment. This individual will be needed throughout the course of the project for environment information, access, and background.

6 Responsibilities

6.1 GCSIT Responsibilities

- **Provide professional, knowledgeable and qualified staff to deliver Services** as described in this Statement of Work.

- **Deliver all documentation to Customer** within ten (10) business days after the completion of the "Project Tasks" listed.

6.2   Willamalane Park and Recreation District Responsibilities

Customer understands that the pricing for this project assumes the following responsibilities are met. Should any element of these be lacking during execution of services, additional time and associated fees and expenses may be required to complete this SOW:

- Designate a single point of contact to whom all GCSIT communications may be addressed and who has the authority to act on all aspects of the services throughout the duration of the project. The contact shall be available during normal hours of business (Monday through Friday, 8:00am to 5:00pm local time, excluding holidays).

- Supply access information and credentials to the Engineer(s) for all existing equipment that needs to be configured or may need to be modified.

- Grant access to building(s), room(s) and systems as necessary to complete the Services and supply GCSIT project resource(s) with a professional workspace, network access and internet access to provide the Services.

- Grant adequate and reasonable access to network, servers, and end-user's PCs where necessary.

  - If such access requires authorization and provisioning, Customer shall inform GCSIT in advance and shall supply the necessary administrative usernames and passwords to the GCSIT project resource(s).

- Provide all hardware and/or software and licensing required to perform the Services, including ensuring that all wiring, hardware, and software required to perform the Services are in working order.

- Provide all cabling (i.e. infrastructure, patch, and workstation) required to complete the installation that is not included with the project equipment or listed on GCSIT quote; cabling will be delivered to and/or installed at the installation site prior to the arrival of the GCSIT installation time.

Customer must provide and complete all Customer responsibilities outlined in this section.

IF Willamalane Park and Recreation District HAS NOT COMPLETED THE ABOVE CUSTOMER RESPONSIBILITIES, PRIOR TO THE GCSIT RESOURCE(S) ARRIVING ON SITE THIS CAN BE ADDRESSSED WITH THE FOLLOWING:

- If the customer elects to perform the "Customer Responsibilities" and they are not completed prior to the GCSIT project resource(s) arriving onsite, and GCSIT is unable to reschedule the project resource(s), GCSIT reserves the right to charge for the scheduled hours the resource(s) were to work as well as any additional fees associated to travel rescheduling.

7 Terms & Conditions

7.1 Services

Services may be performed by GCSIT or individuals or organizations employed by or under contract with GCSIT, at the discretion of GCSIT.

7.2 Change Control Procedures

Both GCSIT and Willamalane Park and Recreation District may request changes in or additions to the work being provided under the scope of this SOW.

7.2.1 Customer Initiated Change Requests

Customer Change Requests may be initiated via written notification to the GCSIT Professional Services Project Management system by email to the PM or engagementmgmt@gcsit.com.

GCSIT and the Customer will prepare and approve for signature, a Change Order to document the agreed upon changes to the original scope of work.

Pricing estimates for this project include consulting services and associated travel and expenses. If travel is disrupted by extenuating circumstances, the customer will be responsible for additional charges for lodging and travel.

7.3 Confidential Information

GCSIT and Customer mutually agree to limit disclosure of each other's confidential information solely to employees or agents who need to know such information. All such information remains the property of the party initially disclosing such information. All documents, records, notebooks and other material shall be returned to the owner of the confidential information upon request.

7.4 Invoicing and Payment Terms

GCSIT will invoice Customer monthly for completed work or milestones and at project completion. Payment terms are Net 30 Days.

7.5 Initiating Contract

To initiate this contract, GCSIT requires a signed copy of this statement of work.

8 Disclaimer

THE FOLLOWING IS A DISCLAIMER OF WARRANTIES, LIMITATION OF LIABILITY AND LIMITATION OF ACTIONS.

GCSIT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, FOR ITS SERVICES OR ANY RELATED DELIVERABLES, ALL OF WHICH WILL BE PROVIDED AS-IS, WITH ALL FAULTS. GCSIT SPECIFICALLY DISCLAIMS (A) THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, (B) ANY WARRANTY THAT GCSIT SERVICES OR ANY RELATED DELIVERABLES WILL BE ERROR-FREE OR WILL OPERATE WITHOUT INTERRUPTION AND (C) ANY WARRANTY THAT GCSIT SERVICES OR ANY RELATED DELIVERABLES WILL RESULT IN ANY ECONOMIC ADVANTAGE, INCREASE IN PROFITS OR REDUCTION IN COSTS.

GCSIT WILL NOT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF ANY DATA, PROGRAMS, WARRANTIES, ANTICIPATED PROFITS OR OTHER BENEFITS) THAT RESULT FROM USE OF, RELIANCE UPON OR INABILITY TO USE ITS SERVICES OR ANY RELATED DELIVERABLES, REGARDLESS OF (1) WHETHER OR NOT GCSIT HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES AND (2) WHETHER SUCH DAMAGES ARE BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR ANY OTHER THEORY OR FORM OF ACTION.

If for any reason, by operation of law or otherwise, any of the foregoing disclaimer of warranties and limitation of liability is ineffective, the parties hereby expressly agree that IN NO EVENT SHALL GCSIT 'S CUMULATIVE LIABILITY TO CUSTOMER IN RELATION TO THIS AGREEMENT AND THE TRANSACTIONS CONTEMPLATED HEREBY EXCEED A SUM EQUAL TO THE TOTAL COMPENSATION ACTUALLY PAID TO GCSIT UNDER THIS AGREEMENT.

Neither party shall have the right to institute any action nor proceeding arising out of any of the transactions contemplated by this Agreement, regardless of the form of such action or proceeding, later than one year after such transactions occurs.

9 Approval to Proceed

The undersigned parties each understand and agree that this SOW accurately sets forth the services that GCSIT will provide for Willamalane Park and Recreation District.

Following receipt of signed Agreement and Customer's Purchase Order (if applicable), a GCSIT Services Coordinator will contact Customer to discuss next steps. GCSIT requires a minimum of four (4) weeks' notice to begin project implementation from date of receipt of signed Contract Agreement and Customer's Purchase Order.

IN WITNESS HEREOF, this Agreement has been executed by the parties hereto through their duly authorized representatives as of the Effective Date.

Willamalane Park and Recreation District   **GCSIT**

_____   _____
Signature   *Signature*

_____   _____
Title   *Title*

_____   _____
Date   *Date*

QUOTE CONFIRMATION

DEAR CHUCK DINSFRIEND,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

📝 **ACCOUNT MANAGER NOTES:** Thanks!

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LCCB709	**12/2/2019**	**DELL + VMWARE**	**7764795**	**$114,405.00**

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
DELL N4032F 24X10GBE SFP+ AND 2X40GB Mfg. Part#: 210-ABVT Contract: Oregon IT Hardware VAR Contract (5603)	2	5209461	$7,200.00	$14,400.00
DELL POWEREDGE R740XD SERVER Mfg. Part#: 210-AKZR Contract: Oregon IT Hardware VAR Contract (5603)	4	5208372	$9,750.00	$39,000.00
CPP T2 VMWARE HCI KIT 6 ADV Mfg. Part#: HCI-ADV-CPU-C-T2 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	4	5859839	$6,245.00	$24,980.00
VMware Support and Subscription Production - technical support - for VMware Mfg. Part#: HCI-ADV-CPU-P-SSS-C UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	20	4564109	$1,600.00	$32,000.00
VMware vCenter Server Foundation for vSphere (v. 6) - license - 1 instance, Mfg. Part#: VCS6-FND-C-T2 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	1	5845701	$1,275.00	$1,275.00
VMware Support and Subscription Production - technical support - for VMware Mfg. Part#: VCS6-FND-P-SSS-C UNSPSC: 86101601 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	5	3687384	$550.00	$2,750.00

PURCHASER BILLING INFO		SUBTOTAL	$114,405.00

Billing Address:	**SHIPPING**	$0.00
WILLAMALANE PARK & RECREATION DIST	**SALES TAX**	$0.00
ACCOUNTS PAYABLE		
250 S 32ND ST	**GRAND TOTAL**	**$114,405.00**
SPRINGFIELD, OR 97478-6302		

Billing Address:
WILLAMALANE PARK & RECREATION DIST
ACCOUNTS PAYABLE
250 S 32ND ST
SPRINGFIELD, OR 97478-6302
Phone: (541) 736-4544
Payment Terms: D&B Inst Credit Pre-Approved

SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$114,405.00**

DELIVER TO

Please remit payments to:

Shipping Address:
WILLAMALANE PARK & RECREATION DIST
CHUCK DINSFRIEND
250 S 32ND ST
SPRINGFIELD, OR 97478-6302
Phone: (541) 736-4544
Shipping Method: DROP SHIP-GROUND

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION

Danny Higgins | (877) 625-7671 | dannhig@cdwg.com

Nutanix Hyperconverg Solution

Solutions Architect: Tony Ardueser / Jason Weber

Account Executive: Duane Oertell

- Aging infrastructure (hardware and VMWare have reached end of support)

- Small IT staff to support infrastructure for over 200 users across multiple locations

- Data center networking is currently limited to 1Gbps

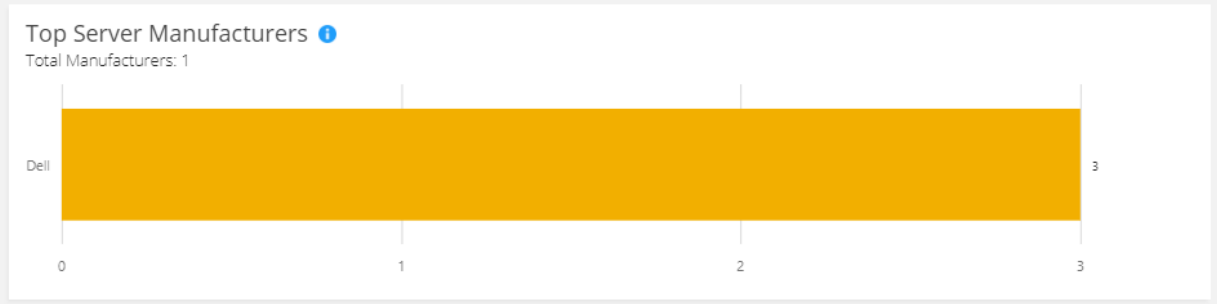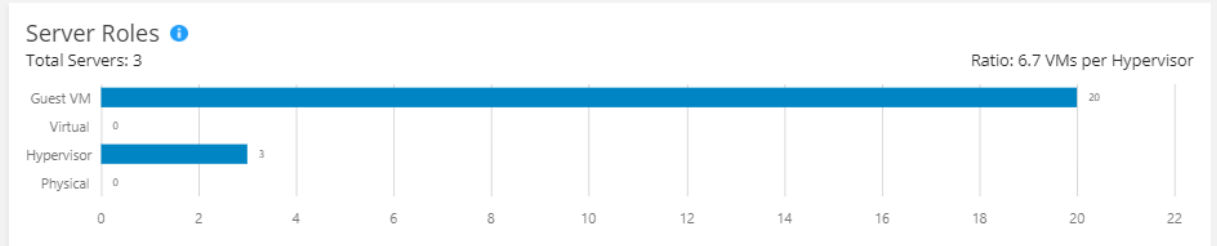- Limited budget (both cap-ex and op-ex)

- Simplify datacenter operations – agility, control and security

- Build out a new Virtual environment to address current needs, plus be able to scale for future

- Centralize management of the virtual environment to simplify management

- Reduce administration time for the virtual environment

- High speed networking to reduce latency and improve overall performance

- Improve overall system uptime and resiliency and service delivery

- Reduce recurring operational expenses

Solution Highlights

TIG Technology Integration Group.

Live Optics Summary

CPU
	Peak CPU	Net CPU	Cores	CPU Sockets
	16 GHz	57.60 GHz	24	6

Capacity
	Used	Free	Total
	29.65 TB	22.08 TB	51.74 TB

Memory
	Peak Memory Usage	Total Memory
	188.73 GB	375.96 GB

Peak Aggregate Network Throughput
1.26 gigabits/s

IOPS at 95%
783

Average Daily Write
187.54 GB

Server Roles ⓘ
Total Servers: 3
Ratio: 6.7 VMs per Hypervisor

Role	Value
Guest VM	20
Virtual	0
Hypervisor	3
Physical	0

Top Operating Systems
■ Windows ■ Linux/Unix ■ VMware

100.0% ESXi 5

Top Server Manufacturers ⓘ
Total Manufacturers: 1

Manufacturer	Value
Dell	3
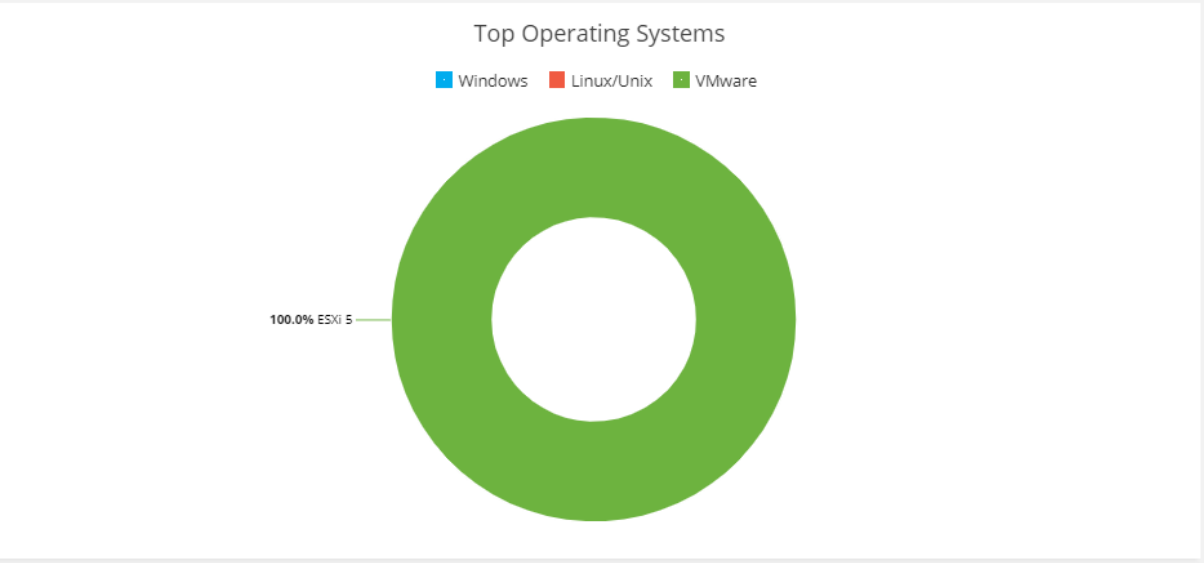
Solution Highlights

3 Node Nutanix Cluster

Nutanix Design Architecture

ToR 10Gbe

NX-1365
2 x Xeon 4210 10c/20t 2.2GHz
256GB RAM
3.84TB SSD
2x 6TB HDD

4TB to 8TB SSD TIER
12TB to 24HDD TIER
60 CPU cores
120 CPU Threads
768GB RAM

Total number of Nodes: 3

2x Cascade Lake 4210 10 Core 2.2Ghz

8x 32GB DDR4 Modules (256GB per host)

1x 3.84TB SSD
2x 6TB HDD

Total Storage: ~12TB (no efficiency) - ~24TB of Usable Capacity based on 1.5:1 efficiency

Shadow Clone Data Locality for performance consistency

Automatic Self healing

N+1 design for full node failure tolerance

All SSD's participate in Cache and Capacity

3 Node Hybrid- Solution

- **Pro Software licensing** *(See product and feature set slides)*
  - "Life of device" software term
  - No software term renewal
- **Acropolis Hypervisor (AHV)**
  - Nutanix embedded hypervisor
  - No charge, no renewal
- **Award winning Production Support**
  - 3/5 Year term
  - 24x7 phone/email
  - NPS Score 90+ for over 6 years
- **Prism Cluster Management**
  - No charge, no renewal
  - 2 year of Prism Pro
- **Nutanix Consulting Services**
  - Full installation of Nutanix nodes
- **Nutanix SW Encryption**

Solution Highlights

Compare Product Support Programs

	Xpress Support	Production Support	Mission Critical Support
Helpdesk Coverage	24x7x365	24×7x365	24×7x365
Target Response Times			
Severity 1	4 hours	1 hour	30 minutes
Severity 2	8 hours	4 hours	2 hours
Severity 3	2 days	8 hours	4 hours
Software Support Major and minor maintenance, patch releases, & upgrades	☑	☑	☑
Pulse Advanced Performance Analytics & Automatic Support Monitoring	☑	☑	☑
Hardware Replacement Duration of on-site parts replacement after diagnosis	Next business day (NDB) after failure confirmation	Next business day after failure confirmation	4-hour part replacement
Field Engineering for Parts Replacement	Limited	☑	☑
Maximum number of support admins per contract	4	6	Unlimited
Direct routing to senior level engineers			☑
Root Cause Analysis			☑

Nutanix Web-scale Converged Infrastructure

Nutanix	
Business Agility	Fractional consumption and predictable scale • Scale incrementally one node at a time • Protect infrastructure investment by eliminating forklift upgrades • Scale storage capacity & performance linearly
Business Continuity	Self-healing system • Fault isolation with distributed recovery • No single point of failure • Distributed everything • Always-on systems • Replicate asynchronously between clusters providing meaningful RPO/RTO
User experience	Near instantaneous application response times • Leverage multiple tiers of storage • Optimally places data for best performance • Continuously monitors data access patterns
Assimilate easily	Expand cluster in minutes, not days or weeks • Self Discovery • Automatically detects new nodes • Zero Cluster Downtime • Designed for always-on operation • Add nodes in a few clicks

- A minimum of 10Gbps networking is required in modern day data centers

- TIG is proposing a couple of options; top of rack (ToR) and chassis
  - The ToR solution will utilize the existing Brocade (Ruckus) collapsed core stack
  - The Chassis will add 10GBase-T and replace existing 1Gbps infrastructure

- Both solutions are in a highly redundant configuration
  - The ToR utilizes dual 1U switches configured in a virtual stack using VSX
  - The Chassis design has N+1 power supplies, redundant supervisor modules, and line card redundancy.

- The Aruba CX 8320 Switch Series is a modern, flexible and intelligent family of high availability switches ideal for use in enterprise campus aggregation, core and data center deployments.

- Compact 1U switches provide 48 ports of 10GBASE-T with 6 ports of 40GbE. Wire speed performance meets the demands of today's bandwidth-intensive applications.

- A fully programmable network operating system and cloud-centric design delivers automation and simplicity, including easy-to-use configuration tools for error-free installs. Built-in monitoring and analytics further enhance the operator experience with immediate troubleshooting and problem resolution insights.

Aruba 8320 VSX Stack (AOS-CX)

96x1/10GBase-T

12x40G QSFP+
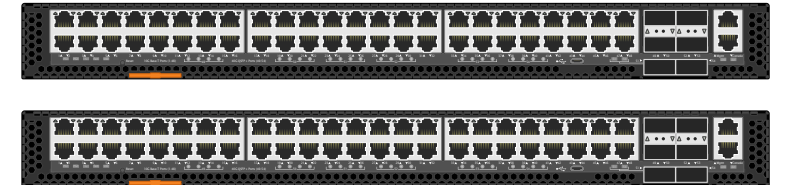
- The Aruba CX 6400 Switch Series is a modern, flexible and intelligent family of high availability modular switches ideal for use from access to core and into the data center.

- A powerful distributed architecture supports scalable, non-blocking performance to future-proof your network for tomorrow's unpredictable demands. Versatile chassis support speeds of up to 100GbE, high-power PoE, multi-gigabit Ethernet, and redundant management, power and fans for a highly available network.

- A cloud-centric design with a fully programmable OS delivers automation and simplicity, including easy-to-use configuration tools for error-free installs. Built-in monitoring and analytics across the network provide operators with immediate troubleshooting and problem resolution insights.

Aruba 6405 Chassis (AOS-CX)
48x10GBase-T
20x10G SFP+
144x1GBase-T PoE+
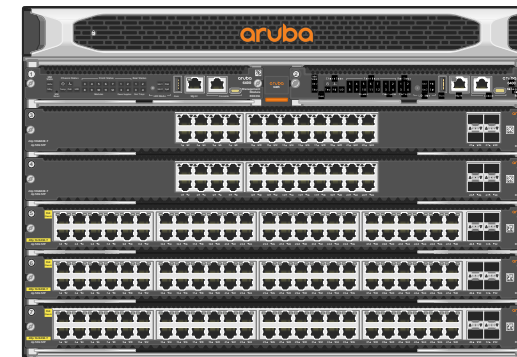
Redundant Supervisor Engines

24x10GBase-T w/ 4xSFP+ (Qty 2)

48x1GBase-T w/ 4xSFP+ (Qty 3)

- The Aruba 5400R zl2 Switch Series brings enterprise-class resiliency and innovative flexibility to mobile-first networks.

- This advanced Layer 3 modular switch provides scalable aggregation with HPE Smart Rate multi-gigabit ports for high-speed 802.11ac devices, Dynamic Segmentation, Virtual Switching Framework (VSF) stacking technology, hitless failover, line rate 40GbE, robust QoS and security and requires no software licensing.

- The 5400R is easy to deploy and manage with advanced security and network management tools like Aruba ClearPass Policy Manager, Aruba AirWave and cloud-based Aruba Central.

Aruba 5412 Chassis (AOS-S)
16x1/2.5/5/10GBase-T PoE+
12x10G SFP+
132x1GBase-T PoE+

Redundant Supervisor Engines

20x1GBase-T PoE + w/ 4xSFP+ (Qty 3)

24x1GBase-T PoE+ (Qty 3)

8x1/2.5/5/10GBase-T PoE+ (Qty 2)
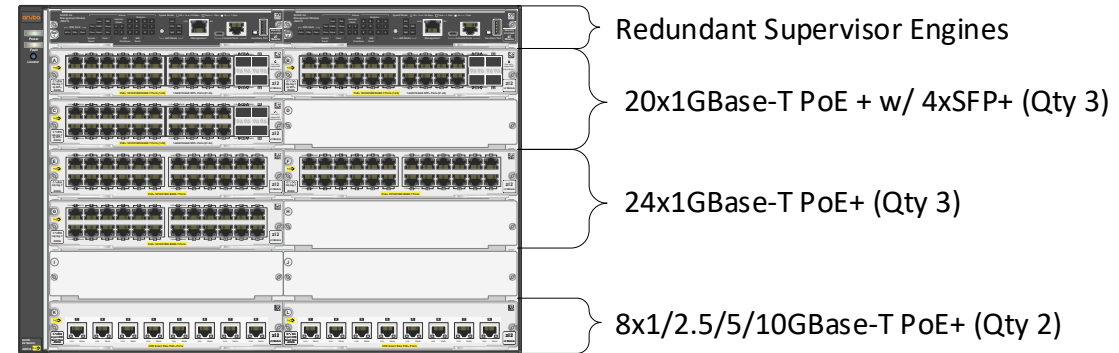
- Installation of Nutanix Appliance

- Optimization of the Virtual Environment

- Configuration of new network infrastructure

- Dedicated Project Manager

- Ongoing support as needed post deployment

- Assumes Live Optics information is accurate

- Assumes ability to have new infrastructure online in parallel with existing systems

- TIG will stage and prep hardware ahead of deployment to reduce migration window requirements

- Customer will be responsible for ensuring application support and availability during the migration between platforms

Estimated Pricing – Hyperconverged

Hyperconverged Infrastructure				
Description	**Manufacturer**	**Unit Price**	**Quantity**	**Sub Total**
Nutanix Enterprise Hybrid Cloud Platform (Nutanix 1065-G6 Series), 3 Nodes, 6 x Intel Processor (includes 5 Year Support)	Nutanix	$80,653.04	1	$80,653.04
Files License & Entitlement for Deploying Files on top of AOS Clusters only (Optional)	Nutanix	$835.76	5	$4,178.80
Enterprise Cloud Platform Administration 5.0; DELIVERY: Instructor-led, 4 Days	Nutanix	$3,350.00	1	$3,350.00

Estimated Pricing – Networking

Networking				
Description	**Manufacturer**	**Unit Price**	**Quantity**	**Sub Total**
8320 ToR Option (48x1G/10GBase-T/6xQSFP+)				
Aruba 8320 48 T/6 40 X472 5 2 Bundle (Includes DAC)	Hewlett Packard Enterprise	$23,140.23	1	$23,140.23
Aruba 1Y FC NBD Exch 8320 48p 10G	Hewlett Packard Enterprise	$529.56	2	$1,059.12
			8320 Total	**$24,199.35**
6405 Chassis Option (144x1Gbps PoE+/20xSFP+/48x10GBase-T)				
Aruba 6405 Switch (with Sups, modules, and tranceivers)	Hewlett Packard Enterprise	$41,564.31	1	$41,564.31
HPE 1Y FC NBD Exch Aruba 6405 Switch	Hewlett Packard Enterprise	$760.13	12	$9,121.60
			6405 Total	**$50,685.91**
5412 Chassis Option (132x1Gbps PoE+/12xSFP+/16x10GBase-T)				
Aruba 5412R (with Sups, modules, and tranceivers)	Hewlett Packard Enterprise	$23,219.48	1	$23,219.48
HPE 1Y FC NBD Exch Aruba 5412R zl2	Hewlett Packard Enterprise	$389.12	1	$389.12
			5412 Total	**$23,608.60**

Estimated Pricing – Implementation
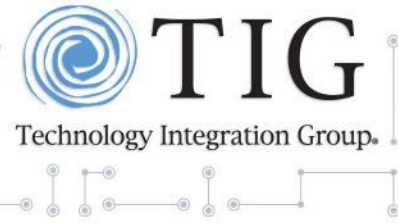
Implementation Professional Services				
Hyperconverged Infrastructure	TIG	$9,000.00	1	$9,000.00
Networking	TIG	$15,000.00	1	$15,000.00

- Over 14,000 Nutanix customers worldwide today

- 36% of Forbes Global 2000

- **Oregon** – Assoc. of Oregon Counties, Northwest Christian University, City of Happy Valley, Linn County Sherriff, Wallowa County, Oregon Health Assoc, South Lane SD (Cottage Grove)

- **PacNW** – Cities of Sequim, Seattle, Mill Creek, Spokane, Arlington, Tacoma, WA State Dept of Revenue & Labor, UW, Western WA University, Pierce County, Asotin County, Shoreline Schools, Clover Park SD, Puyallup SD

- Converges server, storage, virtualization, network into one software defined platform

- Focuses on applications and services

- Provides public cloud-like agility and productivity

- Consolidates into one easy-to-control on-premise system

- Better visibility and simplified management – single pane of glass

- Improves system performance

- Reduces footprint in datacenter

- Linear scalability

- Gold standard tech support

Nutanix hyperconverg + 10Gbps networking + implementation, training

(5-year, $1 buyout financing options available)

- Aruba 5412R chassis option – $135,790.44 – $2,677.79 per month

- Aruba 8320 ToR option – $136,381.19 – $2,689.44 per month

- Aruba 6405 chassis option – $162,867.75 – $3,211.75 per month

TO: Willamalane Board of Directors
FROM: Tracy Kribs
DATE: 12/3/19
SUBJECT: Rental Policy Update

Overview:
With the restructure of the Special Events and Program Operation Department, staff who now manage the district-wide rentals program reviewed and updated the district's 2019 rental policy. The policy and supporting documents were updated and will allow all the rentals within the district to provide more consistent language, modify timelines, and ensure a more consistent experience across district facilities and parks.

Additionally, staff reviewed and updated rental categories and terms associated with rentals throughout the district. The team focused on developing a matrix that people can continue to access our parks and facilities at reasonable rates.

Rental Policy:
The Policy essentially remains the same, just with updated language and the integration of the parks section. The updated document now provides the same overarching policy for use of both facilities and parks. The May 2019 and December 2019 versions are attached for your review.

Rental Policy Language: The terms Rental Request and Rental Contract were used throughout the policy and procedure for consistency. The Park Use Policy section was removed an all language in the Rental Policy and Rental Procedure was updated to incorporate all parks and facilities.

District Rental Definitions Matrix:
A matrix was developed to establish requirement standards for rentals of various sizes, frequencies, and types. The matrix will be followed across all district facilities and parks. The tier system will provide renters a consistent experience across the district.

Request:
Approve the updated Rental Policy and District Rental Definitions.

Attachments:

May 2019 Rental Policy, Proposed December 2019 Rental Policy, District Rental Definitions Matrix, Affiliate/Partner Rate Request Form.

RENTAL POLICY
(Adopted: 5/08/2019)

Willamalane Park and Recreation District promotes the use of district facilities and parks by renting these locations when not in use by district programs.

Permission to reserve or otherwise limit public use of District facilities/parks must be upon application and approval of the Superintendent or their designated authority.

Granting of approval for use is not to be construed as an endorsement by the District of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function.

Willamalane programs have first priority of facility/park use unless an exception is granted. The application for use of District facilities/parks will be on a first-come, first-served basis within 365 days from the date, unless otherwise approved by the Superintendent. District rental fees will be implemented in accordance with the District's Cost Recovery Model.

Willamalane strives to be environmentally responsible in district practices. All rentals will be encouraged to use green or recycled products.

Willamalane reserves the right to deny facility/park rental requests for the following reasons:

1. Rental includes violence or the incitement of violence;

2. Rental discriminates against protected classes;

3. Rental will impede the free movement of vehicle, bicycle, or pedestrian traffic;

4. Rental interferes with the safe and efficient operation of Willamalane's areas, buildings, or facilities;

5. The facility/park requested is not available due to a prior rental or previously planned District activity;

6. The application (including any required attachments, submissions and application fee) is not fully completed and executed;

7. The applicant is legally incompetent to contract or to sue and be sued;

8. The request contains falsehoods or misrepresentations;

9. The applicant or the person on whose behalf the request is being made has, on prior occasions, made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of a prior rental agreement;

10. The applicant or the person on whose behalf the request is being made has, on prior occasions, damaged District property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District or had an unpaid debt go to collections;

11. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, other users of the facility/park, District employees or the public;

12. The proposed use or activity is prohibited by or inconsistent with the park's facilities, classification, or with reasonable uses of the park site, as determined by the District;

13. Rental could negatively impact the positive image of Willamalane;

14. The use or activity intended by the applicant is otherwise prohibited by law or against park rules (or Ordinance 100).

If a rental request is denied, the applicant has seven (7) business days to file a written appeal to the Superintendent, who must act on the appeal within seven (7) business days. The appeal shall contain the following information:

1. A copy of application;

2. Reason for denial of rental;

3. The action requested by the applicant and justification for supporting action;

4. If a decision is urgently needed, an indication of when a decision is needed.

The decision of the Superintendent is final.

Rental Procedure

1. All reservations will be made by contacting the appropriate staff at each facility. If the facility/park is not available, staff should check the schedule to determine if other Willamalane locations are available before referring them further.

2. The staff person will outline the following with the user:
   a. Rules and regulations;
   b. Insurance requirements;
   c. Rental rates, deposit, and payment requirements;
   d. Rental contract;
   e. Refund policy;
   f. If alcohol will be served, see the Alcohol Procedure section.

3. A rental application, which is subject to approval, is required for any event or activity on Willamalane property which plans to:
   a. Sell, serve, or bring your own alcohol;
   b. Sell food, beverages, or souvenirs to the public;
   c. Be open to the general public;
   d. Conduct business in any way (e.g. catered parties, trade shows);
   e. Have an anticipated attendance of 50 or more;
   f. Set up or utilize specialty equipment (canopies, tents, booths, stages, portable toilet, inflatables, etc.);
   g. Hold sport leagues, sporting events/tournaments;
   h. Request exclusive use of facility/park or overnight event;
   i. Request livestock or other animals to be permitted on site.

4. Rentals requiring an application may be subject to additional requirements including, but not

limited to, hired security and insurance coverage.

5. All applications must be submitted for approval. Fees must paid 30 days prior to the rental.

6. If the rental is for a special event open to the public, a Special Event permit may be required by the City of Springfield or Lane County. Applicant is responsible for familiarizing themselves with and complying with all state, city, and Lane County laws and requirements related to community special events and agrees to secure any special permits required and provide a copy of any special permits obtained within ten (10) business days prior to the event.

7. If a facility is not left in the condition it was in prior to the rental, the deposit will be forfeited and/or the renter will be assessed an additional cleaning or damage fee. The rental party is responsible for picking up and properly disposing of all trash, litter, and food from the event. Trash and recycling receptacles will be provided and any excess garbage will result in an additional cleaning fee. If there is a need to bring additional receptacles or provide unscheduled trash service, additional fees will apply.

8. Fee waiver requests must be submitted in writing to the Superintendent for consideration.

9. The District must be provided with copies of the following documents for private rentals no less than 30 days prior to the rental: insurance certificate, special event permit (if applicable), and OLCC special event license (if applicable).

10. Additional rules or regulations and/or requirements for the space being rented will be listed in the rental agreement.

Park Use Policy

This policy is intended to replace the Special Use Policy and covers public use of open spaces and exterior park amenities that fall outside park shelter rental requests.

This policy applies to private events of 50 or more people, events of any size that are open to the public, for-profit events, and any requests to accommodate alcohol use, rented equipment or any type of event infrastructure that may have an impact on park land or site amenities. The District will consider applications for specific park sites but retains the right to deny use of any park area based on the suitability of the site for its requested purpose.

Requests for park uses that meet the above criteria are subject to a permitting process and fee schedule. Applications will be reviewed for approval by District staff and, in some cases, the Superintendent.

1. Applications for park use requests must be received in advance of the event with specific timelines determined by the District. Applications received past the designated timeline are subject to rush processing fees.

2. Application fees and additional rates for park use permits may be determined by the District.

3. Within seven (7) business days of receipt of a completed application and payment of the application fee, designated District staff shall communicate to the applicant a decision regarding their application. An application may be denied for reasons outlined in the District Rental Policy.

4. For events open to the public, not more than two (2) park use permits shall be issued to the

same person, group, or organization for the same park in a calendar year.

5. The applicant shall retain a copy of their approved permit or usage agreement on the premises throughout the scheduled event. It is a violation of this policy to fail to display or produce the permit during the scheduled event, or after the scheduled event if still on the premises, if requested by a District employee.

Alcohol Procedure

Any applicant(s) requesting rental of a District facility/park with the intent of serving alcohol (champagne, beer, and/or wine only), must complete an Alcohol Request Form. If request is approved by the Superintendent, applicant must comply with the following procedures and the laws and regulations as set forth by the State of Oregon, the Oregon Liquor Control Commission (OLCC), the City of Springfield, Lane County, and Willamalane Park and Recreation District.

1. All applicable local and state regulations pertaining to the use and consumption of alcohol shall apply. Copies of pertinent regulations are available at District offices or at www.oregon.gov/olcc.

2. All applicants must be 21 years of age or older.

3. The serving of alcohol shall be incidental to the primary purpose of the occasion.

4. The consumption of alcohol may occur only in designated areas.

5. Nonalcoholic drinks must be available.

6. Alcoholic beverages can only be served during the hours specified on the OLCC permit and rental application and shall not exceed 5 hours or go past 10 p.m. without prior approval from the Superintendent.

7. Substantial food must be served with alcoholic beverages.

8. No person shall give or otherwise supply alcoholic beverages to any person under the age of twenty-one (21) years or permit any person under that age to consume alcoholic beverages on the premises.

9. Security personnel will be required for rentals that will be serving alcohol unless otherwise permitted by the Superintendent. If Willamalane arranges for security personnel, the additional fee will be reflected in the rental rate.

10. District staff reserves the right to monitor, intervene, or terminate the event at any time.

11. Applicant(s) is/are responsible for intoxicated individuals.

12. The applicant(s) signing the application form shall be held responsible for all damages to the facility incurred during the function.

13. Any violation of conditions set forth by the OLCC, special event permit responsibilities, State laws, Lane County or City of Springfield codes, or Willamalane Park and Recreation District rules and regulations including those outlined in Ordinance 100 will automatically and immediately terminate the rental. In such instances, rental funds will not be refunded to the applicant.

14. Once an application has been approved, applicants must agree in writing to hold Willamalane Park and Recreation District, its elected officials, executive officers, agents,

and/or employees harmless from any and all liability for injury to persons or property as a result of the activity. Willamalane Park and Recreation District, its elected officials, executive officers, agents, and/or employees shall not be held liable for accidents or injuries which occur during the event. In addition, the applicant(s) will secure a general liability and property policy naming the District as an additional insured with limits equal to or more than current Oregon tort cap limits. Check with Risk Management for the current amount. The insurance certificate must be from a company licensed to sell insurance in the state of Oregon.

15. Any applicant(s) representing an organization shall be duly authorized by the organization to apply for a rental permit, and must present signed documentation from an officer of the organization stating that the applicant(s) is/are so authorized.

RENTAL POLICY
(Adopted: 5/08/2019)

Willamalane Park and Recreation District promotes the use of district facilities and parks by renting these locations when not in use by District programs.

Permission to reserve or otherwise limit public use of District facilities/parks must be upon request and approval of the Superintendent or their designated authority.

Granting of approval for use is not to be construed as an endorsement by the District of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function.

Willamalane programs have first priority of facility/park use unless an exception is granted by the Superintendent or their designated authority. The request for use of District facilities/parks will be on a first-come, first-served basis within 365 days from the date, unless otherwise approved by the Superintendent or their designated authority. District rental fees will be implemented in accordance with the District's Cost Recovery Model.

Willamalane strives to be environmentally responsible in district practices. All rentals will be encouraged to use green or recycled products.

Willamalane reserves the right to deny facility/park rental requests for the following reasons:

1. Rental includes violence or the incitement of violence;
2. Rental discriminates against protected classes;
3. Rental will impede the free movement of vehicle, bicycle, or pedestrian traffic;
4. Rental interferes with the safe and efficient operation of Willamalane's areas, buildings, or facilities;
5. The facility/park requested is not available due to a prior rental or previously planned District activity;
6. The request (including any required attachments, submissions and applicable fees) is not fully completed and executed within the designated timeline;
7. The applicant is legally incompetent to contract or to sue and be sued;
8. The request contains falsehoods or misrepresentations;
9. The applicant or the person on whose behalf the request is being made has, on prior occasions, made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of a prior rental agreement;
10. The applicant or the person on whose behalf the request is being made has, on prior occasions, damaged District property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District or had an unpaid debt go to collections;
11. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, other users of the facility/park, District employees or the public;
12. The proposed use or activity is prohibited by or inconsistent with the park's facilities,

classification, or with reasonable uses of the park site, as determined by the District;

13. Rental could negatively impact the positive image of Willamalane;

14. The use or activity intended by the applicant is otherwise prohibited by law or against park rules (or Ordinance 100), or applicant has been excluded based on violation of Ordinance 100.

If a rental request is denied, the applicant has seven (7) business days to file a written appeal to the Superintendent, who must act on the appeal within seven (7) business days. The appeal shall contain the following information:

1. A copy of the rental request;

2. Reason for denial of rental;

3. The action requested by the applicant and justification for supporting action;

4. If a decision is urgently needed, an indication of when a decision is needed.

The decision of the Superintendent is final.

Rental Procedure

1. All reservations will be made by contacting the rental department. If the facility/park is not available, staff should check the schedule to determine if other Willamalane locations are available before referring them further.

2. The staff person will outline the following with the user:
   a. Rules and regulations;
   b. Insurance requirements;
   c. Rental rates, deposit, and payment requirements;
   d. Rental contract;
   e. Refund policy;
   f. If alcohol will be served, see the Alcohol Procedure section.

3. A rental request, which is subject to approval, is required for any event or activity on Willamalane property which plans to:
   a. Sell, serve, or bring your own alcohol;
   b. Sell food, beverages, or souvenirs to the public;
   c. Be open to the general public;
   d. Conduct business in any way (e.g. catered parties, trade shows, for-profit events);
   e. Have an anticipated attendance of 50 or more;
   f. Set up or utilize specialty/rented equipment (canopies, tents, booths, stages, portable toilet, inflatables, etc.);
   g. Hold sport leagues, sporting events/tournaments;
   h. Request exclusive use of facility/park or overnight event;

   i. Request livestock or other animals to be permitted on site.

   j. Request for an ongoing term rental.

   k. Use of open spaces and exterior park amenities that fall outside park shelters

   l. Event infrastructure that may have an impact on park land

4. Rentals requiring a rental request may be subject to additional requirements including, but not limited to, hired security and insurance coverage.

5. All rental requests must be submitted for approval. Fees must paid 30 days prior to the rental.

6. If the rental is for a special event open to the public, a Special Event permit may be required by the City of Springfield or Lane County. Applicant is responsible for familiarizing themselves with and complying with all state, city, and Lane County laws and requirements related to community special events and agrees to secure any special permits required and provide a copy of any special permits obtained within 30 days prior to the event.

7. If a facility is not left in the condition it was in prior to the rental, the deposit will be forfeited and/or the renter will be assessed an additional cleaning or damage fee. The rental party is responsible for picking up and properly disposing of all trash, litter, and food from the event. Trash and recycling receptacles will be provided and any excess garbage will result in an additional cleaning fee. If there is a need to bring additional receptacles or provide unscheduled trash service, additional fees will apply.

5. Affiliate/Partner rate requests must be submitted in writing to the Superintendent for consideration at least 60 days prior to the rental date. If a decision is urgently needed, an indication of when a decision is needed must be included in the request. The decision of the Superintendent is final.

8. The District must be provided with copies of the following documents for approved rentals no less than 30 days prior to the rental: insurance certificate, special event permit (if applicable), and Oregon Liquor Control Commission (OLCC) special event license (if applicable).

9. Additional rules or regulations and/or requirements for the space being rented will be listed in the rental contract.

Alcohol Procedure

Any applicant(s) requesting rental of a District facility/park with the intent of serving alcohol (champagne, beer, cider and/or wine only), must complete an Alcohol Request Form. If request is approved by the Superintendent, applicant must comply with the following procedures and the laws and regulations as set forth by the State of Oregon, the Oregon Liquor Control Commission (OLCC), the City of Springfield, Lane County, and Willamalane Park and Recreation District.

1. All applicable local and state regulations pertaining to the use and consumption of alcohol shall apply. Copies of pertinent regulations are available at District offices or at www.oregon.gov/olcc.

2. All applicants must be 21 years of age or older.

3. The serving of alcohol shall be incidental to the primary purpose of the occasion.

4. The consumption of alcohol may occur only in designated areas.

5. Nonalcoholic drinks must be available.

6. Alcoholic beverages can only be served during the hours specified on the OLCC permit and rental request and shall not exceed 5 hours or go past 10 p.m. without prior approval from the Superintendent.

7. Substantial food must be served with alcoholic beverages.

8. No person shall give or otherwise supply alcoholic beverages to any person under the age of twenty-one (21) years or permit any person under that age to consume alcoholic beverages on the premises.

9. Security personnel will be required for rentals that will be serving alcohol unless otherwise permitted by the Superintendent. If Willamalane arranges for security personnel, the additional fee will be reflected in the rental rate.

10. District staff reserves the right to monitor, intervene, or terminate the event at any time.

11. Applicant(s) is/are responsible for intoxicated individuals.

12. The applicant(s) signing the request form shall be held responsible for all damages to the facility incurred during the function.

13. Any violation of conditions set forth by the OLCC, special event permit responsibilities, State laws, Lane County or City of Springfield codes, or Willamalane Park and Recreation District rules and regulations including those outlined in Ordinance 100 will automatically and immediately terminate the rental. In such instances, rental funds will not be refunded to the applicant.

14. Once a request has been approved, applicants must agree in writing to hold Willamalane Park and Recreation District, its elected officials, executive officers, agents, and/or employees harmless from any and all liability for injury to persons or property as a result of the activity. Willamalane Park and Recreation District, its elected officials, executive officers, agents, and/or employees shall not be held liable for accidents or injuries which occur during the event. In addition, the applicant(s) will secure a general liability and property policy naming the District as an additional insured with limits equal to or more than current Oregon tort cap limits. Check with Risk Management for the current amount. The insurance certificate must be from a company licensed to sell insurance in the state of Oregon.

15. Any applicant(s) representing an organization shall be duly authorized by the organization to apply for a rental permit, and must present signed documentation from an officer of the organization stating that the applicant(s) is/are so authorized.

	Basic Rentals	Contract Rentals (Requires Rental Request)	Partner Rentals (40% discount off In-District Rate)	Approved Term Rental Affiliates (70% discount off In-District Rate)
Definition	Less than 50 people Non-recurring No alcohol No contract required No deposit required *May be approved to be staffed by one person (exception form required)	Sell, serve, or bring your own alcohol; sell food, beverages, or souvenirs to the public; Be open to the general public; Have an anticipated attendance of 50 or more; Set up or utilize specialty/rented equipment Hold sport leagues, sporting events/tournaments; Request exclusive use of facility/park or overnight event; Request livestock or other animals to be permitted on site. Request a for ongoing term rental. Use of open spaces and exterior park amenities that fall outside park shelters Event infrastructure that may have an impact on park land	Non-profit Organization Mission and values align with Willamalane Park and Recreation District's mission and values. Approved Affiliate/Partner rate request required 60 days in advance. Discounted rate during normal operating hours only Fundraising events must be approved by marketing department for discount	Organization is Federal or State funded. Mission and values align with Willamalane Park and Recreation District's mission and values. Organization requires Term Rental Agreement Approved Affiliate/Partner rate request required 60 days in advance. Organization has historic partnership of 20 years or more. Discounted rate during normal operating hours only
Price	Standard Facility ID/OD Rental Rate	Standard Facility Rental Rate	As per contract	As per Term Rental Contract

	-Pays complete balance at time of booking.	Typically $200 Deposit Required to hold reservation.		
Space Allocation	Based on availability	Based on availability	Based on availability	Based on availability
Payment	Rental fee due at time of booking.	Deposit Required at time of booking. Rental fee must be paid in full 30 days prior to the rental.	Based on contract	Billed monthly
Agreements Required	ActiveNet Rental Permit	Rental contract and all supplemental documentation.	Rental Contract/Term Rental Contract	Term Rental Contract

willamalane
Park and Recreation District

Affiliate/Partner Rate Request

Willamalane may offer special rates to groups who meet certain requirements and whose Mission and Values align with that of Willamalane Park and Recreation District. If your organization is publicly funded, has a historic relationship with Willamalane of 20 years or more, and/or is a non-profit organization you may qualify for a discounted rate.

All Rate Requests must be submitted **no less than 60 days** before start date and approved by the Recreation Services Director.

Organization Name:	Organization Contact:		
Organization Address:	City:	State:	Zip:
Email:	Phone:		

Check all that apply:

☐ Publicly funded agency
☐ Non-Profit
☐ Historic Relationship with Willamalane

Please describe how your organization aligns with the Mission and Values of Willamalane Park and Recreation District. Attach additional sheet if necessary.

Rental Team Recommendation:

☐ Term Rental Affiliate ☐ Partner Rental ☐ Not Eligible for Discount Rate	Reviewed by: Signature: Date:

Management Decision:

☐ Term Rental Affiliate ☐ Partner Rental ☐ Not Eligible for Discount Rate	 Signature: Date:

willamalane
Park and Recreation District

Superintendent's Monthly Board Report

TO: Board of Directors

FROM: Michael Wargo

DATE: December 11, 2019

SUBJECT: November Superintendent's Report

SUPERINTENDENT'S OFFICE

BLM's Pedal Power Regeneration Harvest-Superintendent participated in conference call with stakeholders regarding an update of the BLM regeneration harvest in Thurston Hills on November 22. Based on the final opinion regarding the lawsuit brought against the BLM, the following is an update of the status of the project and necessary compliance issues:

- o In September Judge McShane finalized an opinion on the project and asked BLM to revise the Environmental Assessment (EA) to officially designate trails and recreation management zones, and to disclose the change in fire hazard to the adjacent community.
- o BLM is in the process of updating the EA to officially designate the trails. This will be the same trail system that was included in the previous EA, but now these trails will become a part of BLM's official trail network. The revised EA will also include a new issue in detail to assess the fuel hazard, and the fuels specialist report will be made available to the public for review.
- o We are expecting to release the EA for public comment at the beginning of December, likely on December 6th.
- o Because of the holidays, BLM is going to extend the typical 30 day public comment period to 45 days.

Management Team-In the ongoing effort to provide better communication to staff from Management Team, Community Engagement Program Manager was added to the Management Team in November. In addition and as mentioned in the October board work session, every department has been invited to make a presentation to the Management Team and share successes, challenges and needs. In November, Natural Resources, Planning, Facilities Management, and Information Technology, all made incredibly valuable presentations.

Springfield Indoor Track and Sportsplex- Superintendent has commissioned Sports Facilities Advisory (SFA) to provide an updated feasibility study and pro forma regarding the operational costs associated with the proposed track and sports facility in Springfield. SFA provided the original study in 2018, however the scope and cost of the project has dramatically been altered and decreased. Further comprehensive research is required to ascertain the impact this building could have on the district and

ramifications of owning and operating should that opportunity arise. Recreation Services Director Kendall Reid and Program Manager Kenny Weigandt have been recruited to work on this project.

Elements of the study include but are not limited to: market data driven update, current cost recovery review, demographic/socioeconomic research, local and regional competition review, an update to the pro forma and executive summary, including a new facility program, an integration of updated cost estimates, and an update to the operating model/financial forecast/economic impact projections, phone interviews with key stakeholders and executive summary. The anticipated completion date of the research is 30 days, culminating with a presentation to the board in February.

Holiday Party-A Holiday Party Planning Committee was "re"-created which consisted of: Jerilyn Calhoon, Dennis Moreno, Erin Rice, Tim Rod, Mavis Sanchez-Scholes, Jo Schutte, and Melissa Taxara. The event was schedule for 12/5 at Willie's Lebanese and Northwest Cuisine in Springfield. The committee did an amazing job and has secured over $2,000 in door prizes for staff and anticipate over 200 people to attend. This is another important ongoing effort in acknowledging the incredible staff at Willamalane and striving to make the district a great place to work.

BUSINESS OPERATIONS

The Business Operations Division provides oversight and consultation to District programs for Financial, Human Resources and Information Technology. As a strategic partner we serve as a support system to the other departments.

Finance – Auditors Pauly, Rogers and Co., P.C. have completed the draft of the audit and have submitted the draft to finance for review. They will present the final audit to the Board in January. As required by the State of Oregon, finance will also present to the Board a Resolution to Adopt a Plan of Action addressing the Internal Control Significant Deficiency we know exists in our audit and file the Resolution with the State.

Human Resources – In November, the HR team was continuing to revise policies and procedures that will be in effect 2020. We are presenting three policies for board approval. Additionally, we are reviewing and preparing other board memos related to benefits and general liability insurance. We are hold several meetings related to closing out 2019 and planning for 2020. We will be reporting on highlights of our 2020 planning in the January 2020 board report. The HR Manager is planning for a staff member's medical leave which is slated for February, March and April.

We attended the November Board Work Session and presented the We-llamalane culture presented; discuss the culture initiative progress and future activities. At that session, we discussed the Best Company Survey 2019 and how the last 3 years of District changes impacted the results and how the culture activities have been responding to employee comments and needs, and will shape our future events and activities.

For strategic priorities progress we can report that for Strategic Priority 1. I. (b) The Communication Plan Team is working on revising our communication plan, we hope to rollout the revision in January. We will provide details to the board. For Strategic Priority 1. II. (b-c) we are still in the process of gathering feedback on trends or themes that will help us shape our 2020 culture activities. For Strategic Priority 1. IV & VI we rescheduled for the December Leadership Forum the Part 3 of the Building Trust, Sharing

Vulnerability and Establishing Purpose. Also, next month we will present the 2020 Leadership and Culture training matrix to the management team.

Information Technology – In November, the IT Team continued the process of identifying vendors and conducting site walks and vendor meetings as move forward with exploration of video surveillance, proximity card access controls, and cloud-hosted backup/recovery disaster readiness systems (5.3. (c) Strategic priority). We also began the process of creating a Technology Planning Committee, comprised of representatives from across the district, to help with developing a technology road map and prioritizing IT projects. Once established, this committee will meet quarterly starting in December. Continued to meet with various district departments and teams to learn more about their operations and challenges.

Some of the team's accomplishments this past month are:
- Provided IT support to accomplish office re-organization
- Presented IT Department overview to the Management Team
- Opened 153 service desk tickets; 135 were closed

RECREATION FACILITIES AND PROGRAMMING TOPICS

Aquatics:
As the aquatics leadership team (Aquatics Program Manager and Aquatics Supervisors) have been getting settled into the new normal of operations, the group has taken a deep dive into the state of the aquatics department. The department has a great track record, momentum, and history of success to build upon to continue to serve the District. Some of the major goals of the team are to improve communication, increase transparency into the "why" behind practices and operations, aggressively seek out collaboration with other departments and the community, and to develop and track key performance indicators. A goal of the key performance indicators is to allow us to measure our baseline for operations and then to continually iterate and seek ways to improve our service delivery (and statistics). These indicators will also ensure we are being accountable to the District in how we operate and allocate our scarce time and funds.

One program area that is performing at a very high level is our swimming lesson program. Our program registrations are trending very positively at the time of this report, particularly with noted increases in non-resident registrations for our program. Even with this uptick in registrations, we still have significant capacity with the way our program is structured to take even more registrations without dramatically increasing our instructor needs. Our goals is to continue to grow this financially positive, mission critical program that greatly benefits the community.

The 4th grade swimming lesson program kicked off for the 2019/2020 school year in November. This program is vitally important to serve the District as we are able to offer swimming and water safety skills in collaboration with the Springfield Public Schools. For many students, these may be the only swimming lessons they may receive and could be the difference of life or death for our young participants. This program also acts as an outreach and marketing tool for our group swimming lesson program and all other District programs.

In November, the Aquatics department hosted a Water fitness workshop at Willamalane Park Swim Center. This training was conducted by two nationally renowned water fitness instructor educators on a variety of shallow and deep water class strategies. Aquatics Supervisor Rajeana Pancake was able to

facilitate this training for our staff and reach out to other area aquatics departments to fill the workshop and have the outside agencies cover the majority of the costs for the program. This was a win for our staff as we were able to bring industry experts in to train our staff at almost no cost to the District and our staff.

The high school swimming season has kicked off for the year. Our facilities are home to both Springfield High School Swimming team as well as Thurston High School team. The teams distribute their practices between both Splash and Willamalane Park Swim Center, but the competitions for both programs are held solely at Willamalane Park Swim Center. This season did start off on a somber note; during the first week of the practice, a high school athlete at one of our peer facilities in Hillsboro died while at the pool. While all the contributing facts leading to the death have not been revealed, our staff took a hard look at the systems in place at our facilities to ensure that we maintain a high level of safety and supervision to all participants. Our District facilities use risk management strategies that are in line with industry practices and exceed the state code requirements for supervision.

In this vein, during November we received our second surprise audit from the Starguard Elite Lifeguarding program this year. This occurred on Veterans Day, with staff surveillance strategies being observed, administrative practices and records reviewed, and Lifeguard skills being reviewed by an outside auditor. Overall we received a 3-star audit, with a couple minor areas needing remediation and many areas receiving the maximum score of 5-stars. We have taken steps to remediate the areas which needed improvement and have made a point to celebrate the staff who received top marks. The timing of this audit was ironic, given three days before the aquatics leadership team had decided to begin the transition away from the Starguard Elite Lifeguard Program and move to the American Red Cross (ARC) Lifeguard Program over the next year. As part of this change we still will participate in voluntary outside assessment of our operational practices to seek out ways to continuously improve and better serve and protect all who use our facilities.

One area where the department has found to be challenging has been in finding enough lifeguards to sustainably operate our facilities. November was a struggle for the leadership team to find coverage for all the shifts occurring at both facilities. For the month of November, we had over 3,506 hours of Lifeguarding shifts that were filled by staff and approximately 6,500 hours worked by staff in all program areas of aquatics. While we were able to meet our standards for coverage, it has been a nationwide issue to find enough staff. The change to the ARC Lifeguarding program will give us more flexible and better developed tools to train and bring on new lifeguards while we work to improve recruitment and retention in all our program areas.

Aquatics Program Statistics

Aquatics Revenue Summary July 1– November 25			
Program Area	FY 18-19	FY 19-20 (Current)	Difference
Swimming Lessons	$66,594.50	$81,471.17	$14,876.67 +22.3%
General Admissions	$162,808.94	$155,459.98	($7,348.96) -4.5%
Rentals	$43,474.25	$49,928.38	$5,454.13 12.5%
Concessions	$32,915.25	$31,316.00	($1,599.25) -4.9
All other revenue	$45,133.10	$32,168.50	($12,964.60) -28.7%
Total Revenue	**$350,926.04**	**$349,344.03**	**$(1,582.01) -0.5%**

*All other revenue contains all passes. Decline due to changes in All-Access Memberships not reporting directly in aquatics budget with how this report was generated.

Selected Aquatics Program Metrics July 1-October 25			
	FY 18-19	FY 19-20 (Current)	Difference
Total Swimming Lesson Enrollments	1,657	1,885	228 (+13.8%)
Resident Lessons	1,269	1380	111 (+8.7%)
Non-Resident Lessons	388	505	117 (30.2%)
Splash General Admissions	14,390	13,413	-977 (-6.8%)
Splash Pass Usage	9,456	11,024	1,568 (16.6%)
Splash Unique Members	2,241	2,596	355 (15.8%)
WPSC General Admissions	4,458	3,895	-563 (-12.6%)
WPSC Pass Usage	20,723	22,699	1,976 (9.5%)
WPSC Unique Members	1,753	2,046	293 (16.7%)

Bob Keefer Center:

Youth and Family Recreation:
The Youth and Family Recreation Supervisor position has been posted, and applicants will come through the first week of December. This position opening is a result of an internal promotion. We saw the first full round of sessions for the department, and a full month that included a Babysitter's course, Kids Night Out, and many others. Hiring is caught up, and we're beginning to settle and progress, with new programs to come in the Winter/Spring.

FY20 October Youth and Family Recreation – 48 total registrants; $1,947.75 Net Revenue

Adult Recreation:
Program sessions are progressing with Living History, Urban Homesteading and art-based classes taking the lead. Staff are adjusting to new locations and new roles.

FY20 October Adult Recreation – 71 total registrants; $346.10 Net Revenue
FY20 October Trips Program – 73 total registrants; ($1,231.90) Net Revenue

Fitness:
Work with individual, family and corporate memberships continues. Programs and classes continue to run with consistently increasing numbers and need for more space. Conversations have begun to find ways to address the issue.

Athletics
Athletic Supervisor position has posted and applicants have been screened. Interviews begin the first week in December. This position opening is a result of a staff accepting a position in Washington state. After school sports for elementary and middle schoolers are in full swing, with good program numbers. Staffing remains a challenge, but coaches have been great!

FY20 October Athletics – 227 total registrants; $3,420.84 Net Revenue

Community Engagement - November

Key Projects in November 2019

1) **Orientation of new Community Engagement and Public Relations Supervisor, Whitney Hoshaw**

2) **Turkey Stuffer marketing campaign**
   - Event took place 11/28/19
   - Event achieved 1,413 registered runners with a goal of 1,400 (101% to goal)

3) **Winter Rec Guide Development**
   - Final files were delivered on 11/28/19
   - Guides to be delivered on 12/6 – 12/9

4) **All-Access memberships campaign**

5) **Development of new Inside Willamalane Intranet**

6) **2020 1Pass program planning and program development**

7) **Revised proposal deck format for prospective Resource Development partners**
   - Pitches in November included:
     - Guaranty
     - State Farm
     - Dari Mart
   - December pitches in progress
     - PacificSource Health Plans
     - Toyota
     - Get Air
     - DEFY
     - State Farm counter proposal
     - Guaranty counter proposal

8) **Willamalane.org/ideas**
   - We've started to collect real ideas from patrons at our landing page Willamalane.org/ideas

9) **Inclement Weather Communication Plan**
   - Prepared to communicate with internal and external stakeholders when inclement weather events take place in three different scenarios of delays and closures.
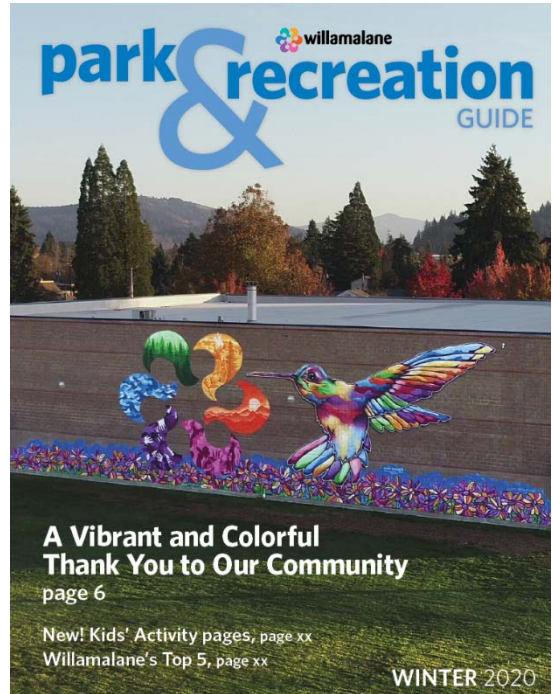
FY 2020 Goal Tracking Dashboard (Community Engagement)

View full list here: RSD Goal Tracking Dashboard

Goals	Metric (What are we tracking?)	Progress to goal	% to Goal	Notes
Memberships & Passes				
1,375	Total ALL-ACCESS members (includes corporate)	639	46%	updated 12/2
4,000	1Passes sold for the 2020 program	Program not started	Program not started	Program will begin in May, 2020
150	Donation packs delivered to qualified causes	8	5%	updated 12/2
Website				
206,000	Total users	93,966	46%	updated 12/2
12,000	Users from digital marketing campaigns	8,840	74%	updated 12/2
500	Ideas submitted at Willamalane.org/ideas	37	7%	Marketing program set to kick off in January, 2019
Sponsorship Revenue				
$127,500	Dollars raised via sponsorships in Resource Development	$30,827.00	24%	Status is off track, but we're adjusting our proposal format and structure to improve our proposal decks. We're also in the process of developing new ways to solicit donations from the public to help fund Willamalane Scholarships
Event registration/attendance				
3500	75th Anniversary Community Celebration	6500	186%	Completed
2,856	Haunted Hayride sales of seats	2,767	97%	Completed
300	Halloween Carnival attendance	334	111%	Completed
1,400	Turkey Stuffer registrations	1413	101%	Active campaign, digital campaign starts Wednesday, 11/13
70	40th Anniversary Soire registration	0	0%	Assets finalized week of 10/21. Event moved to February, 2020
900	MEGGA Hunt registrations	0	0%	Program not started
5000	Sounds Like Summer attendance	0	0%	Program not started
3200	Children's Celebration attendance	0	0%	Program not started
Social media				
9,445	Facebook likes	10,105	107%	
100%	Response rate to Facebook engagements	90.00%	90%	
3	Average response time (hours) to Facebook engagements	10	30%	Researching why our rate has dipped. Facebook reporting is inconsistent, but we're actively looking for ways to improve this rate
4.50%	Average engagement rate	6.4	14,222%	
2,890	Twitter followers	2805	97%	
250	LinkedIn Followers	260	104%	
1,600	Instagram Followers	1649	103%	
250	Springs Instagram Followers	0	0%	Program not started
Email Marketing				
17,500	Willamalane Now subscribers	17301	99%	
23.00%	Average email open rate (Willamalane Now)	21.54%	94%	
3.20%	Average click through rate (Willamalane Now)	3.08%	96%	
0.03%	Average unsubscribe rate (Willamalane Now)	0.02%	125%	
Recreation Guides				
Winter Guide: On time delivery	Deadlines and milestones hit	Delivered on time!		Files submitted on 11/22
Summer Guide: On time delivery	Deadlines and milestones hit			Program not started
Fall Guide: On time delivery	Deadlines and milestones hit			Program not started
33	Pages translated into Spansih (STRATEGIC PRIORITY)	13	39.39%	In 2018, we translated 23 pages to Spanish. In 2019 we hit 27. 2020 goal is 33 pages for a 25% increase.
CAPRA: TEAM COBRA (3.0)				
72	Total tasks complete	26	36.11%	See tracking sheet here: https://docs.google.co

Social Media Summary - November

One of our highest-performing Facebook and Instagram posts this month invited our followers to vote on the Turkey Stuffer t-shirt color. A few people even mentioned that they voted when they got their T-shirts at packet pickup. This is more evidence that people enjoy participating in decisions we make, and we will be constantly looking for ways to seek opinion on social media. We also saw that our opt outside post (from Black Friday) performed very well compared to other content ideas.

We're also studying how non-government brands use Twitter and considering ways that we can move beyond our own industry's best practices to improve our following and engagement rates.

Social Media Group Report:

Group Stats by Profile/Page

Profile/Page	Total Fans / Followers	Fan / Follower Increase	Messages Sent	Impressions	Impressions per Message Sent	Engagements	Engagements per Message Sent	Link Clicks
🐦 Willamalane @Willamalane	2,805	0.7%	19	11.4k	598.1	212	11.2	34
f Willa... District Business Page	10.1k	0.2%	19	114.8k	6,040.3	7,338	386.2	1,804
📷 Willamalane P... willamalane	1,649	2.5%	20	9,071	453.6	270	13.5	-
in Willamalane P... Company Page	260	1.6%	0	259	0.0	13	0.0	9

Top performing content (Facebook):

By Lifetime Engagements

f Willamalane Park and Re...
Fri 11/1/2019 1:56 pm PDT

A cougar sighting was reported at Clearwater Park near the disc golf course today. We have reached out to our loc...

Cougar Sighting Reported at Clea...

Total Engagements	1,579
Reactions	287
Comments	161
Shares	180
Message Clicks	951

f Willamalane Park and Re...
Mon 11/4/2019 2:34 pm PST

We can't make up our minds! Want to help us choose the color for this year's Turkey Stuffer 5K t-shirt? Vote before

Total Engagements	857
Reactions	49
Comments	148
Shares	10
Message Clicks	650

f Willamalane Park and Re...
Thu 11/7/2019 11:03 am PST

Looks like this feathered friend has flown the nest! If this is your duck, please shake a tail feather to Bob Keefer Cen...

Total Engagements	376
Reactions	42
Comments	13
Shares	9
Message Clicks	312

Top performing content (Instagram):

	willamalane		willamalane		willamalane
	Mon 11/4/2019 2:44 pm PST		Fri 11/29/2019 9:45 am PST		Thu 11/7/2019 11:01 am PST

Help us choose the color for the Turkey Stuffer 5K t-shirt! Swipe to see all options & vote before Thursday, Nov. 7, at 12p...

This Black Friday, will you #OptOutside? Willamalane parks never have parking fees, so you can explore all day worry-

Looks like this feathered friend has flown the nest! If this is your duck, please shake a tail feather to Bob Keefer Cen...

Total Engagements	74	Total Engagements	52	Total Engagements	35
Likes	37	Likes	51	Likes	35
Comments	37	Comments	1	Comments	0
Saves	0	Saves	0	Saves	0

Top performing content (Twitter):

Willamalane

We're giving away two pairs of McKenzie Cider and Craft Beer Festival tickets to our Twitter followers! Tweet us your favorite emoji to enter. Cheers! 😋 Information about the festival: https://t.co/1yheSrrXwc https://t.co/w0oKuIxrR1

(Tweet) November 6, 2019 3:21 pm

| 2,981 | 10 | 0 | 2 |

Willamalane

We can't make up our minds! Want to help us choose the color for this year's Turkey Stuffer 5K t-shirt? Reply with your vote before Thursday, Nov. 7, at 12pm. We'll print the winner! Register for Turkey Stuffer here: https://t.co/fEyLvUbCy0 https://t.co/mO1ZqR2tdy

(Tweet) November 4, 2019 2:36 pm

| 3,226 | 9 | 11 | 2 |

Willamalane

A Winter Weather Advisory has been issued for our area. If facilities, classes, or programs are affected by this weather, Willamalane will post updates and alerts as soon as they are available. Please visit https://t.co/DTI5Mn2DsS for the most current information. https://t.co/5gTatwr8ml

(Tweet) by Kenneth W. November 26, 2019 12:44 pm

| 3,256 | 3 | 0 | 3 |

Willamalane

Thanks, @registerguard, for spreading the great word! We're so excited to have the opportunity to expand the trails at Thurston Hills Natural Area.

(Retweet with Comment) November 22, 2019 2:21 pm

| 5,138 | 3 | 0 | 3 |

Willamalane

Phenomenal news: Thanks to a grant from @ORStateParks, we've been awarded over $235,000 to expand our trail systems at Thurston Hills Natural Area. Read more: https://t.co/CFvtrPpERA https://t.co/I98glXdalu

(Tweet) November 22, 2019 2:20 pm

| 3,259 | 3 | 0 | 3 |

November Public Relations

With Whitney joining our team, we made some changes to how we issue media releases and pitch stories to strategic partners. With her in place, we had a very successful release in regards to a grant at Thurston Hills Natural Area.

Willamalane wins grant for Thurston Hills trails expansion

MOST POPULAR

1 Update: Little snow early Wednesday in Eugene-Springfield area
   Nov 26 at 6:44 PM

2 Man found unconscious in Eugene pool Tuesday night
   Nov 27 at 4:56 PM

3 Work begins soon on $20 million Delta Highway interchange overhaul
   Dec 1 at 5:45 PM

4 Man dead after being shot by Eugene police officer early Saturday morning
   Nov 30 at 10:32 AM

Never Miss A Story
Subscribe to The Register-Guard

🛒 BUY PHOTO   ▲ HIDE CAPTION

A cyclist jumps a bike off of a bump in the trail. Riders traveled to the Thurston Hills Natural Area on July 14, 2018 for the grand opening of 2.2 miles of additional downhill biking trails. [Ben Lonergan/The Register Guard] - registerguard.com

Thurston Hills Natural Area grant

- https://www.registerguard.com/news/20191122/willamalane-wins-grant-for-thurston-hills-trails-expansion
- We're also getting a mention in Travel Lane County's member newsletter hitting in December.

75th Anniversary (Magazine cover)

- https://www.chronicle1909.com/story/2019/11/21/news/ev-magazine-bigger-brighter-than-ever/2674.html

Turkey Stuffer

- https://www.eugeneweekly.com/2019/11/27/turkey-trot-and-stuffer/
- https://1059thebrew.iheart.com/content/2019-11-22-turkey-stuffer-5k-1128-lively-park/

Resource Development Revenue Report

Note: The CE annual revenue total is negative because this accounts for partner payouts to 1Pass destination partners. That will be adjusted after we start the 2020 1Pass Program. We're currently at 35% of our sponsorship and donation goal which is behind pace. We've adjusted our leads list and proposal format to get this goal back on track. We also have outstanding MOUs that we're in the process of collecting and expect to have on our books over the next two months.

The report below reflects collected revenue from our Resource Development efforts for FY20.

REVENUE	Multiple GLS			$117,380.0	$27,401.78	$3,385.00	$26,216.36	-$165,898.22	$1,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$107,315
Sponsorships, Donations, Advertising, Events	42590-00-260-0900			$89,000.00	$265.00	$2,505.00	$26,216.36	$401.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,827
Peacehealth 4th Grade Swim Lessons				$19,000.00												$0
Toyota				$12,500.00			$12,500.00									$12,500
LTD																$0
Northwest Community Credit Union																$0
Bi-Mart Signage				$6,000.00												$0
Coca-Cola				$6,000.00												$0
NW Natural Gas - Events sponsor				$2,500.00		$2,500.00										$2,500
PacificSource Health Plans - 75th Sponsorship				$18,000.00			$10,000.00									$10,000
New Revenue signed in FY20				$42,000.00	$265.00	$5.00	$3,716.36	$401.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,827
Oregon Community Credit Union - Children's Celebration							$1,000.00									$1,000
Portal		Rec Guide Ad		$1,750.00												$0
Toyota (EKC)		Halloween + TS		$3,000.00												$0
Lane Community College																$0
Guarantee RV																$0
Drinking Fountain at WPSC									$1,500.00							$1,500
Twin Rivers Plumbing		Scholarships 1k														$0
SUB																$0
Dari-Mart																$0
75th Anniversary Vendor Marcie Gutierrez					$100.00											$100
Square Allocation July 19					$100.00											$100
75th Anniversary Revenue							$1,624.00									$1,624
Start-Up Cash for 75th Anniversary							-$450.00	$303.00								-$150
Square Allocation September 19							$1,542.36									$1,542
75th vendor							$25.00									$25
Miscellaneous Revenue					$5.00	$5.00	$75.00									$86

Annual Total	Annual Budget	Annual Variance	% Used
-$107,315	$177,388	$284,703	-60%
$30,827	$89,000	$58,173	35%

Early Childhood & Youth Programs:

ECYP frontline staff attended an all staff meeting in November and it was led by Superintendent, Michael Wargo and management team. This training provided an opportunity to engage with management, learn more about the mission of Willamalane, and contributed towards meeting the District's strategic priority #1. The training was very engaging and boosted frontline staff morale.

One vacancy for a BU Program Leader position is currently posted and will remain open for two weeks. This position will be the lead position for our Centennial Elementary before and after school programs. This will be the last vacancy needed to be filled for the current school year.

Early Childhood programs is currently conducting interviews for the BU Assistant Teacher position. This position will be the supporting role for our full time preschool program, Little Learners. Interviews for the ECR instructor positions are currently being conducted with a goal to fill the position prior to the New Year. Attendance for the next session on classes has dropped and two classes have been canceled due to low enrollment.

- *EC&YP Department:*
  FY19 October Revenue- $122,661.50   FY20 October Revenue - $114,258.54
  FY19 October Expenditures - $122,375.79   FY20 October Expenditures - $126,823.14
- *Youth Programs:*
  FY19 October Revenue- $93,290.59 FY19   FY20 October Revenue - $88,183.38
  October Expenditures - $64,797.47   FY20 October Expenditures – $65,415.22
- *Early Childhood Programs:*
  FY19 October Revenue- $29,085.20 FY19   FY20 October Revenue - $26,075.16
  October Expenditures - $19,810.50   FY20 October Expenditures - $20,590.76
- *Inclusion Services:*
  FY19 October Revenue- $0   FY20 October Revenue - $0
  FY19 October Expenditures - $7,227.16   FY20 October Expenditures - $2,915.89

Special Events and Program Operations:

Special Events: The events team hosted the 38th annual Turkey Stuffer on November 28, 2019. We had 1415 attendees run, walk and stroll in temperatures just above freezing. This year we sold 159 t-shirts and engaged with 13 volunteers and 5 staff at the event.

Rentals: Rentals team has been finalized. We have hired a fourth Rentals/Events Coordinator to help with the responsibilities at Bob Keefer Center Rentals. We have successfully secured a park rental for the summer at Clearwater Park for Whole Earth Nature School. We are in negotiations with NCU to provide the softball field at Bob Keefer Center as their home field.

Guest Services: Our new All-Access membership sales are going strong. Year to date, we have issued 677. We will need to fill two Customer Service II positons and we have successfully aligned

the roles and responsibilities of both of the Customer Service IV positions at Bob Keefer Center and Adult Activity Center.

Adult Activity Center Services: SHIBA is nearly done with their Open Enrollment Period, we have held 112 counseling sessions and we still have had to maintain a waitlist. LIHEAP funds increased 7% this year to cover the cost of additional households served. Services Supervisor position will be reposted as a Services Coordinator with a focus on senior services and removing the volunteer supervision.

Volunteers: Plans are well underway to update the volunteer handbook and is currently in its second draft. We are updating internal volunteer procedures and continuing to streamline the service for the district.

PLANNING, PARKS AND FACILITIES TOPICS

Land Use
Willamalane Park Master Plan Update
Staff met with representatives from Springfield Public Schools to discuss their interest in partnering on potential improvements at Willamalane Park that could benefit adjacent Dos Rios Elementary and Springfield High School. Three preliminary master plan concepts were reviewed based on the public input received at the 75th Anniversary Celebration. Each of these was broadly supported, as staff will continue to coordinate with Springfield Public Schools to refine the concepts and conduct a community-wide public outreach campaign this winter, including the opportunity to comment on design concepts through an online survey.

Facility Landscaping Updates
As part of our ongoing efforts to create and maintain attractive public spaces at all of our parks and facilities, our in-house landscape architects have been working to prepare new landscaping plans for the entries at the Adult Activity Center, Willamalane Park Swim Center, Bob Keefer Center, and Splash! at Lively Park. Staff conducted site visits in September to inventory existing plantings and determine whether and how to incorporate existing landscaping into a "refreshed" composition. Factors such as sightlines between entryways and parking areas, visibility into and out of internal building spaces, screening of service and mechanical areas, opportunities to use drought-tolerant native plants, and creation of "outdoor rooms" were taken into account. Preliminary plans have been crafted for each facility based on these considerations and will be reviewed further with the Superintendent and staff at each facility before finalizing. Depending on funding priorities, installation work could begin this coming spring.

Memorial Building
In response to direction the Board of Directors provided to staff at its November meeting, a Request for Quotation (RFQ) has been sent to several local commercial real estate brokers to secure assistance with marketing sale of the Memorial Building. A deadline of December 20th was set for responding to the RFQ. Staff anticipate presenting the results to the Board of

Directors at its January meeting, along with a request to enter into a contract for those services.

Natural Resources

It's official! We received confirmation from the Oregon Parks and Recreation Department that our Recreational Trails Program grant application has been approved. This $239,000 grant will help fund the next phase of trail development at Thurston Hills Natural Area, which will include approximately five miles of new trails for beginner, intermediate, and advanced mountain biking, as well as shared-use hiking trails. Matching funds are programmed in the System Development Charge fund of the Capital Improvement Program for Fiscal Year 2020 and 2021. Staff anticipate start of construction this coming July, and plan to issue an Invitation to Bid for that contract in February.
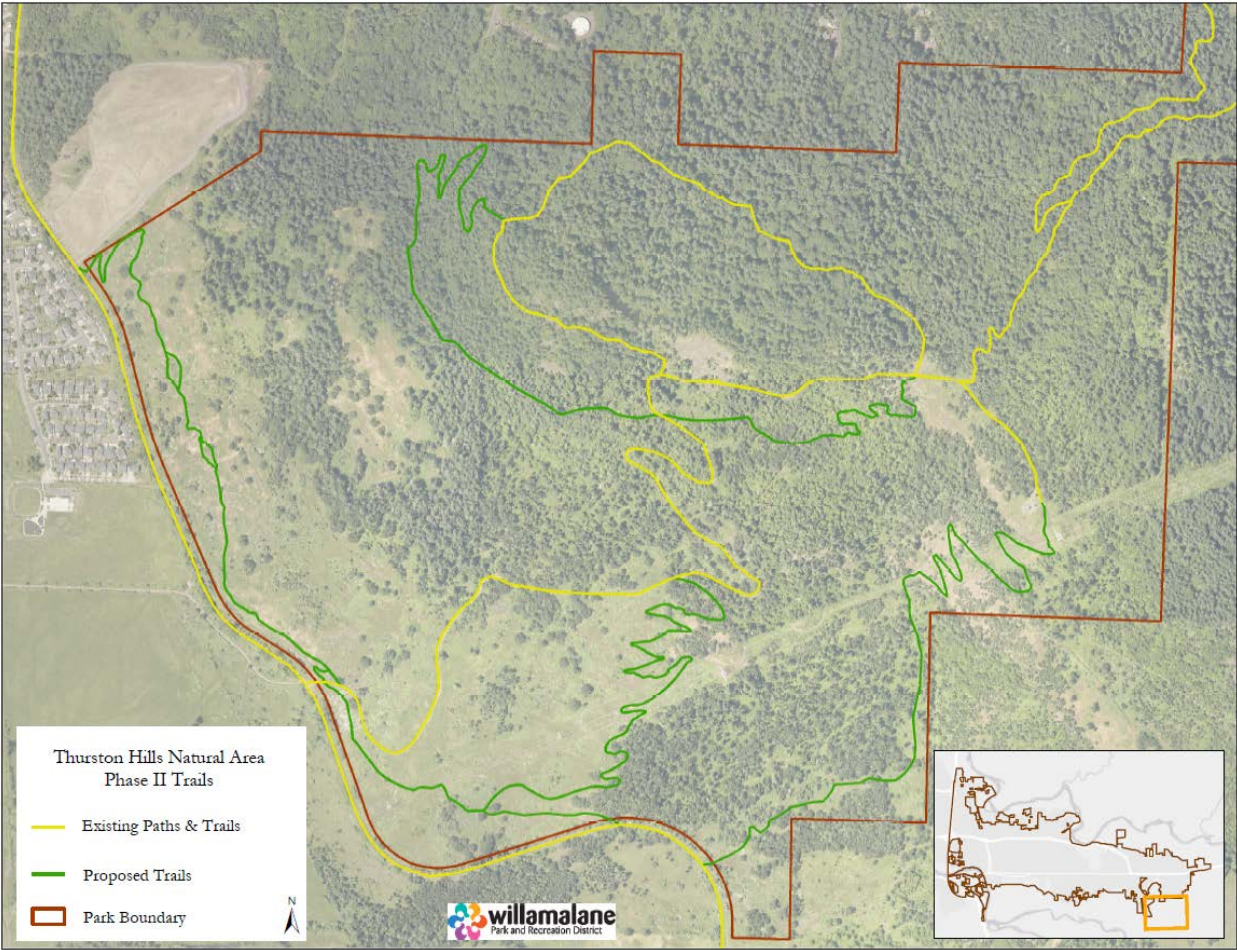
Upcoming Events/Meeting/Work Session
December 2019 & January 2020

Saturday, 12/21	Winter Solstice Celebration	Dorris Ranch	6:00p
Thursday, 1/2	SpringFilm: "Blade Runner"	Wildish Theater	6:30p
Monday, 1/20	Martin Luther King Jr. Celebration	Springfield High School	1:00-3:30p
Wednesday, 1/8	Board Meeting	Bob Keefer Center – Heron Room	6:00p
Wednesday, 1/22	Board Work Session	Bob Keefer Center – Heron Room	6:00p