

## LPRD Board Agenda

April 1, 2014

### La Pine Community Center Admin Offices

#### Work Session:

1. Take a few minutes to go over the packet
2. Employee management Proposal Discussion
3. other

#### General Session:

1. Call to Order
2. Establish Quorum: Roll Call
  - a. Arlo Fertig
  - b. John Wurst
  - c. Joel Brader
  - d. Robert Ray
  - e. Sharon Walling
  - f. Staff:  
Bob Schulz, Executive Director of Parks and Recreation  
Mary Thorson, Bookkeeper  
Teri Myers, Recorder
3. Pledge of Allegiance
4. Acknowledgement of the agenda/Public comments
5. Approval of the minutes from Mar 11, 2014
6. Financial Report, Mary Thorson
7. Executive Director's Report:
8. Committee liaison reports:
  - a. Gary Gordon and Mary Thorson Chamber?
  - b. Budget Committee Report- 2<sup>nd</sup> meeting. #3 is scheduled for April 10 and they will have a recommendation for the board at the May meeting.
  - c. other
9. Old Business:
  - a. Joel Brader will discuss an update on the skate park
  - b. John and Sharon will discuss an update on the Wetlands report
  - c. other
10. New Business:
  - a. SDAO proposal and timeline- action item
  - b. other
11. Adjournment. Next Board meeting scheduled for May 13, 2014
  - a. Chuck Lee plaque and celebration? Chuck Lee's plaque will be put up and the date has been set for May 22<sup>nd</sup> at 5 PM Thursday with a BBQ of hot dogs and etc., right before we open the Campground for the season the next day.

Board Retreat: Board Retreat Date is set for June 8 on Sunday for the retreat.

## LPRD Board Meeting Minutes

March 11, 2014

LPCC- 6 PM

### Work Session

1. Call to Order at 6:01 PM by Robert Ray
2. Silent Roll- All present.
3. There was a discussion about the JCJ Building. Bob noted that if anything is done to the building there would have to be a complete overhaul of the whole building because of the lead paint and possible asbestos. It was decided that the Kitchen sink in the center room will be disabled and the tenants will have to use the bathroom sink for their needs.
4. The heaters are causing grief, too. The cadets at Finley Butte will be disabled and we will ask the AA meeting people to be sure not to leave the bathroom door open to heat the center space in the JCJ.
5. Robert discussed the flow chart about the meetings around the land transfer. The first meeting will be with FD and LP Rodeo, City County planner and ODFW. Sharon and John will look at dates and schedule it with Bob and the others. The second meeting will be for the community and scheduled in the future. There was a discussion about bringing water to the area. Rick Allen asked us to consider what we want on the land before anything else. He said we can also consider coming into the city and then we do not have to deal with county regs. Right now it is zoned F1 and we all need to understand what can happen on F1 zoning. Sharon passed out the ORS statutes and some emails between her and Wm. Groves at the County. Partners are being asked to bring their wish lists to the first meeting.
6. Work Session adjourned at 6:55 PM

### General Session

1. Call to Order at 7 PM
2. Silent roll established a quorum with all board members and staff present.
3. Pledge of Allegiance was led by Robert Ray.
4. Acknowledgement of the agenda/Public Comments- 3 additional items were added to old (Chuck's Plaque celebration) and new business (out of District Fees and a partnership with UDRC) and we added UDRC 's Carl Jansen to committee reports. No public comment was made.
5. Minutes from Feb 11, 2014. \*John moved and Joel Seconded that the minutes be approved. No Discussion and motion Passed.

6. Financials: Mary Thorson and Bob explained where we are with the current expenses and income. No questions other than how will the income/expenses are affected by Elementary program now that Mrs. Doty is leaving. Bob said it will be a boost.
7. ED Report:
  - a. Bob discussed the grants, the floor the kitchen and the foundation helping to finish the building. (see attached)
  - b. Rick Allen will accept a temporary drawing of the skate park and work with the committee to begin the project.
  - c. Bob mentioned that they are trying to asphalt the parking lot, too.
  - d. Bo DeForest has told Bob there is no out of District fee policy. We will address in New Business.
  - e. Electric Bills are high and Bob will turn off the heaters, check the snack shack and JCJ & FB Buildings to disable the heaters.
8. Committee Reports:
  - a. Sharon Walling reported that ticket sales are good for the pancake breakfast. She also said the Liquid Stone people will help develop the plans. There was a discussion about the cement and high ground water. They will be at the Rhubarb Fest and will try to organize a 5K run?
  - b. Gary reported that the Chamber is busy working on internal processes.
  - c. Carl Jansen from UDRC wants the LPRD to be a community partner at no cost to us to work on upcoming wildfire and river projects.
  - d. Robert reported that we received 35 acres from the County on the river and may get more red lots soon.
9. Old Business:
  - a. Election will be postponed for “a While”. There was a discussion about how we made the decision to withdraw. We will move ahead- but slowly after we handle the things we are doing now. Media was not helpful.
  - b. Chuck Lee’s plaque will be put up and the date has been set for May 22<sup>nd</sup> at 5 PM Thursday with a BBQ of hot dogs and etc., right before we open the Campground for the season the next day.
10. New Business:
  - a. **Board Retreat Date is set for June 8 on Sunday for the retreat.** Bob will ask Bruce and the Board from the Foundation. Topics to cover will be:
    - i. Board Training
    - ii. New Mission and Purpose
    - iii. SDAO involvement and advice about what we are doing
    - iv. Looking at the stage, buildings and making some decisions
    - v. Working with the LPRF and their fundraiser
  - b. We need to look at building rentals for review of rents and usage. Bob

- c. Finley Butte: Can the Ya Yas use the building for storage for their yard sale. OK if she holds the key.
- d. Sharon discussed the idea of using the small white ranger station as a Wedding Chapel and sell packages with the Covered picnic shelter.
- e. Sharon asked about the use of JCJ as a community museum. Bob explained that the building needs to be evaluated first and any changes will lead to a list of changes that would have to be covered.

f. Arlo moved and Joel seconded that we establish a policy of charging out of district fees to be presented by Bob Schulz to the board. Motion Carried.

g. John moved and Arlo seconded that we form a partnership with UDRC to work together on future projects. No discussion. Motion passed.

11. Adjournment 8:20 PM. Next meeting scheduled for April 8<sup>th</sup>, 2014.

La Pine Parks & Recreation District is seeking qualified candidates for the position of : Project Manager

Candidates must possess the following qualifications:

- Proven experience with construction project management on publicly owned property.
- Knowledge of Boli Laws as they apply to public projects.
- Ability to work independently, while under the direction of the Board.
- Proven skills in managing budgets and completing required reports.
- Skill in recruiting and managing sub-contractors.
- Demonstrated skill in working collaboratively.
- Availability to work part-time from June 2, 2014 until project completion August 2014.
- District will require that Program manager provide additional Liability Insurance, which indemnifies Park District.
- Knowledge of County and City requirements for construction including permits and others.

Interested parties should submit a resume and cover letter to La Pine Parks & Recreation District, PO Box 64 La Pine, OR 97739. Question may be directed to 541-536-2223

## **LaPine Park & Recreation District General Manager Selection Process Timeline**

April 28, 2014	Board Meeting to approve agreement with SDAO, approve job description, benefit package and selection process timeline.
May 1, 2014	Application period opens
May 30, 2014	Application period closes
June 3, 2014	Applications scoring completed and packets to District
June 9, 2014	Special Board Meeting, Input from Board Members on candidates
June 16, 2014	Necessary candidates reference checks completed by SDAO
June 17, 2014	Semi Finalist candidates selected and notified
July 9, 2014	Interview panel process
July 9, 2014	Board Meeting, Finalist Interviews, Contingent Offer
July 28, 2014	Contract negotiations with finalist, medical evaluation completed, and background check completed, final reference checks completed.
September 1, 2014	Start date for New General Manager

**Special Districts Association of Oregon  
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and La Pine Park & Recreation District.

SDAO agrees to provide facilitation and assistance with General Manager/CEO Recruitment and Hiring process as part of SDAO's Management Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$45.00 per hour not to exceed 80 hours (\$3,600.00) plus expenses not to exceed \$600.00 without additional approval.

This agreement is made and entered into on this \_\_\_\_ day of April, 2014.

Special Districts Association of Oregon

By: \_\_\_\_\_  
George Dunkel  
SDAO Consulting Services Administrator

La Pine Park & Recreation District

By: \_\_\_\_\_  
Board President