

LPRD Board Meeting Agenda

August 11, 2015

Admin Building at LPCC

Work Session:

1. Go over the policy proposals for Metal detecting
2. Go over copy charges and staff charges for project work
3. Go over Revised District Vision for approval
4. Red Cross use of Community Center in emergencies
5. Pickleball donation
6. Other

General Session:

1. Call to Order by Gary Gordon
2. Roll Call to establish Quorum
 - a. Gary Gordon
 - b. Toby Wilson
 - c. Arlo Fertig
 - d. Joel Brader
 - e. Sharon Walling
 - f. Staff:
 - i. Karen Miller, GM
 - ii. Mary Thorson
 - iii. Teri Myers, Recorder
3. Pledge of Allegiance
4. Recognition of Robert Ray and John Wurst for service as Directors
5. Acknowledgement of the agenda -additions
6. Public Comments
7. Minutes from July 14, 2015
8. Board Assignments
9. Student rep report and comments

10. Financial Report:

11. Committee reports:

- a. Skate
- b. Chamber
- c. SDCs- Toby Wilson
- d. La Pine Park and Rec Foundation – Finish the Dream status

12. GM Report- Attached

13. Old business:

- a. Procedures for meetings
 - i. Assisted listening device
 - ii. Recording of the meeting and timely posting of the recording
 - iii. Timely posting of preliminary agenda
 - iv. Timely posting of preliminary minutes
 - v. Posting of approved minutes
 - vi. Telephonic attendance by a Director
 - vii. Special needs requests
- b. ADA Compliance issues
- c. other

14. New Business:

- a. Approve new policies presented by staff:
 - i. Metal detecting
 - ii. Copy costs
 - iii. Staff help for projects costs of same:
- b. Red Cross use of Community Center in emergencies
- c. Approval of Revised Vision Statement
- d. Six Month Board Retreat
- e. Volunteer hours of Directors (for in kind grants) and valuation
- f. Vision Statement Approval: District Vision Statement:

To enhance the development of programs and facilities of the District, we will commit our resources to elevating our District's performance with our programs, our facilities and parks, and

in the variety of activities and opportunities the District provides for people of all ages. We are part of a vibrant community with interconnecting vital relationships with community partners. It is our goal that our enthusiastic LPRD environment will deliver a consistent experience to participants that will surpass expectations.

g. Sharon Resigns- procedures for replacement-Gary Gordon

h. Arlo resigns-procedures for replacement- Gary Gordon

15. Public comments

16. Staff comments

17. Director remarks

18. Chair Closing remarks

19. Adjournment: Next meeting is scheduled for September 9th at 6 PM at the Admin offices of LPCC.

LPRD Board meeting Minutes

July 14th, 2015

Admin Offices LPCC

Work Session:

1. Call to order at 6:01 by acting Board Chair, Arlo Fertig.
2. The members examined the packet and the floor was opened to discussion:
 - a. Grants; Gary Gordon wanted to know where the grant dollars comes from? Sharon addressed the fact that anything out of the budget items are pursued by grants. Toby wanted to know who asked to have the grants done. Joel responded that the board asked for these grants and Karen said she also pursues grants regularly. There was a point of clarification about how OPRD funds are paid back (2 weeks) and that we need to show we have money in the general fund to cover the expenses while we turn in the receipts for work done. Also, the grants are for a period of time from spring and summer of 2016 so we have time to do matching grants to find the dollars.
 - b. Gordon brought up the discussion about changing the 1990 policy to let board members be elected before the year of service to the board as has been the policy previously. He explained that with the way we can get information immediately, people are able to be aware of what is happening instantly and therefore, they can be ready to serve as leaders of the board. The new policy will be typed up and put in the book.
 - c. Les berg from the High Desert treasure Club came to discuss the fact that we do not have a policy for metal detecting in our parks. He brought information about what other districts and cities have done and added through a discussion with other supporters that when we draft a policy to be aware of the heritage aspect of historical spots that might be in our district. The board will take this into consideration. There was mention of a \$1.00 permit fee over in Boise and a class that needs to be taken to show explorers how to properly find their treasures. Les said it will be beneficial to us and the people who hunt to have a code/policy in place.
 - d. Karen asked the Board to let her establish a policy for copying including costs, hourly costs of employees when used for public projects.
 - e. The board considered adding Karen Miller as a signatory on the bank account while they are in the process of adding the other signatories that are new. Last year when she was an interim, she was not considered and then Joel said the board forgot to add her when she became permanent. There was a brief discussion about her being a General Manager instead of an Executive Director. Vicki Russell explained that she will get the title when she completes her degree. (Vicki was on the hiring committee.)

- f. The Work Session was closed at 6:54 for a three minute break before the General Session.

General Session:

1. Call to Order at 6:57 PM by acting Chair Arlo Fertig.
2. Quorum was established. Arlo Fertig, Sharon Walling, Joel Brader, Gary Gordon and Toby Wilson were all present. Karen Miller, General Manager of LPRD, Mary Thorson and Teri Myers were present as staff.
3. The Pledge was administered
4. Acknowledgement of the agenda and Public Comments: We added Karen Miller as signatory on the bank accounts and policy directives to the agenda under new Business. Kitty Shields, Former La Pine Mayor commented that she had been getting calls at her place of business from residents who are happy to see the changes to the board and they are looking for “a better run board.” No other comments.
5. Arlo Fertig opened the floor to elect a chair, at which time Gary Gordon asked to propose a change in the 1990 policy to have members serve on the board for one year before being able to take the role of chair. At that point Gary Gordon Moved and Toby Wilson seconded that the last sentence of the former policy be removed from the policy. There was a brief discussion where Brader suggested that the evening was a clear example of the new people not knowing about things like the grants process. The vote was three to two in favor of the change. So the policy about serving a year is moot. Election nominees for chair was opened. Toby nominated Gary Gordon. Joel Nominated Arlo Fertig. There were no more nominations. Gary Gordon was elected in a three to two vote. Arlo handed over the gavel and Gary Gordon, new Chair took the floor. Vice Chair nominations were next: Gary nominated Toby Wilson and Arlo Fertig nominated himself. There were no more nominations. Toby won the vote three to two and is now the Vice Chair. The office of secretary- traditionally held by the Executive Director was next. Gordon asked Karen if she would consider doing the job to which she responded yes. Arlo suggested that they voter for her by acclamation. Vote was unanimous.
 - a. There was discussion about SDAO procedures. (board book handout) No questions
 - b. There was discussion about how to set up the meetings. Toby asked for a seven day turn around for minutes. Gordon said at this time there will be no other changes to the way we do business at board meetings. The time of 6 Pm for work session followed immediately by the General Session. Gordon asked that we change the time set forth online to reflect the times correctly. Karen will notify Kathy DeBone to update the website.
6. Minutes from June 9, 2015. Joel moved and Arlo seconded that the minutes be approved as presented. Motion Passed.

7. Financials: Mary presented the financials. Gary Gordon mentioned Karen's Email about the carry over and there was a brief discussion about the month of October. Karen will be trying to fill the hole so no one has to borrow for the coverage of the month of October. Gary added his thanks about Karen's communications about the budget and her work to keep it moving forward in a positive way.
8. ED Report: Karen went over her attached handout discussing the Relay for Life, Frontier Days, Adventure days, the sports camps, movie nights and the upcoming Chamber Breakfast on Friday the 17th. She discussed the Three Rivers School HUB Project that is not settled yet. Wilson pointed out a discrepancy in that Jim Boen is the Supt. in South County and the principal had not informed him, nor had he a chance to voice his thoughts about support for LPRD (La Pine Park and Recreation District). Karen is looking for volunteers in Sunriver.
 - a. She completed the annual staff review
 - b. She will be advertising for the opening of maintenance person in August.
 - c. The fountain is in the process of being transferred. She and Vicki Russell will go through all of the documents that were given to her to see if the bricks are all ordered and for other pertinent info about how it was constructed. Their mtg is set for July 22nd.
 - d. The kitchen remodel is scheduled for the week of the 20th to begin. Joel asked if the health Department and other permits are complete. Vicki said the health Dept. is complete and others are in progress.
 - e. Karen talked about the grants (See list). She will also meet with Vicki Russell and the Oregon Community Foundation to see what else they would help us with. .
9. Committee Reports:
 - a. Mary said there is no Chamber Report.
 - b. Adult Ed_ Chad is working to complete the survey and will do the report at the breakfast for the community results. Also, the GED program is getting momentum with new applicants for the next classes. Chad will be going to Sunriver Rotary to ask for money for classes.
 - c. Sharon said they are trying to get the place/location for the new skate park so they can make plans. Scott Asla and Stu Martinez are possible chair/co-chair for her position when she leaves in September.
 - d. Student advisory members- They will be volunteering at the Boil and Gary Gordon said he wants to be sure they are heard- putting them at the top of the agenda when needed.
10. New Business;
 - a. Arlo moved and Sharon seconded that the Board adopt the Priority List from the Board Retreat. (see attached) Motion Passed.

- b. Arlo moved and Toby seconded that the three grant resolutions for the Oregon Park and Recreation Department grant applications be approved as presented. Motion Passed.
 - c. The board directed Karen to create a policy that had a reasonable fee structure for copying.
 - d. Arlo moved and Joel seconded that the General Manager/Executive Director be included as signatory on the bank account. Motion passed. Karen will be added now for check signing.
 - e. Karen has been directed to create a policy about how much to charge the public to cover staff time. The figure we have so far in the rental policy is \$30.00 per hour. She will bring it to the next meeting.
 - f. There was a brief discussion about the South County Boil Fundraiser for La Pine Park and Rec Foundation (LPRF). Tickets are on sale now for \$75.00. The event is August 22nd at Caldera Springs Pavilion.
11. Adjournment: Before the close of the meeting, Gary Gordon asked the board for comments and questions. Arlo asked the two new board members why they decided to run for the LPRD Board.
- a. Gary responded by saying he ran on a platform of 1. Transparency, 2. Accountability, 3. Financial strength, 4. Planning and proper vision and 5. The healing of the board. His goal is to reestablish the reputation of the LPRD District and he will go to community partners and communicate one on one with each of them.
 - b. Toby Wilson said he wanted to contribute and had been looking for an opportunity to be part of something bigger. He wants to help and he appreciates the Park District and he will continue to contribute.
 - c. Gary had a few closing comments. He thanked the board members for their service and wants to do something special for the two members who have left the board. Gary is asking for recognition of their years of service to the District. And time it for the next meeting.
 - d. He asked the board members to attend the meetings regularly.
 - e. Meeting was adjourned at 8:23. The next meeting is August the 11th at 6 PM

GM Report for August 11, 2015

From: Karen Miller

1. Summer Activities- LPRD
 - Summer Adventure Days
 - Upcoming- Football, Movie Nights
 - Cascade Relay Race
 - South County Boil

2. After School Program in Three River

3. Request for Free Rental for the collaboration of American Legion, Band of Brothers, Central Oregon Veterans Outreach, V.F.W., Band of Sisters to celebrate Veteran's Day.

4. Listening Device

5. Grant Procedures