

LPRD Board Meeting minutes

September 8, 2015 7:00 p.m.

Admin Building at LPCC

Work Session: none

General Session:

1. Call to Order by Gary Gordon
2. Roll Call to establish Quorum
 - a. Gary Gordon
 - b. Toby Wilson
 - c. Joel Brader
 - d. Staff:
 - i. Karen Miller, GM
 - ii. Mary Thorson
 - iii. Teri Myers, Recorder
3. Pledge of Allegiance- Sharon Walling
4. Recognition of Robert Ray, John Wurst, Sharon Walling and Arlo Fertig for service as Directors. Sharon was presented a plaque.
5. Acknowledgement of the agenda -additions
6. Public Comments
7. Approval of Minutes from August 11, 2015. There were 2 changes to the minutes. Toby wanted to be sure that his dissent against having an MOU about the metal detector policy was added. There was also a point about LPRF is looking for board members and the meetings being scheduled for the first Monday afternoon each month at 3 pm. Vicki had made a point out asking and Toby wanted it in the record. Changes are made and the minutes are posted. Toby moved and Joel seconded that the minutes be approved as corrected. Passed Unanimously.
8. Student rep report and comments- none until after school starts
9. Financial Report: Mary presented. Toby has three questions regarding the fact that the payee sheet and bank statement did not match the balance on the reports. Mary explained that there were still checks out that could not be justified and balanced. He asked about the high percentage of transportation use, Karen explained that it is only used during the summer- so yes it is the better part of the year's budget and it is covered by a grant. He also asked about football revenues. Karen said there are sponsor monies that have not come in that will be reflected next month. We have a \$37K balance on the record to take us through October.
10. Committee reports:
 - a. Skate- Gary officially appointed Scott Asla to be the chair. No report
 - b. Chamber- Mary reported that the weekend was the Gun and Recreation Show.
 - c. SDCs- Toby Wilson- has met with Rick Allen, Corey Misyly and Karen Miller to discuss the SDC PROGRAM. Karen had several proposals. Toby is directed to pursue getting costs and other info gathered and report next month.

- d. La Pine Park and Rec Foundation – Finish the Dream status- The South County Boil raised over \$6K for their fundraiser. Steve Krebs with Exact Construction will be working on the kitchen.
 - e. Finley Butte- Gary has started discussions with the City to get the MOU re: water at the Community Park. These talks are in progress and will settle the new billing with the city and the park district's needs.
11. GM Report- See attached. Karen went over a few of the items ending with
- a. The roof repair estimate for JCJ (\$14,290) and the repair estimate for Finley Butte (\$4K) Added agenda item under new business to consider the proposal. Gary asked for a legal description of the right of way on the lot. (Teri)
 - b. Chad introduced the new logo and new website to the board. He is working to add a few things- like archived minutes- and each day will see new interactive items on the agenda.
12. Old business: There was a brief discussion of the following items
- a. Procedures for meetings
 - i. Status: Assisted listening device- We need to have for hearing impaired if we are asked.
 - ii. Status: Recording of the meeting and timely posting of the recording- Chad is recording the meeting and will post the meeting on the internet on Wed.
 - iii. Status: Telephonic attendance by a director- clarified to mean the we can have technology assist us in getting a quorum for a board meeting
 - iv. Status: Special needs requests- District needs to be ready
 - b. Status: ADA Compliance issues- in progress at this time. We have the checklist and will address issues as the budget funds the changes.
 - c. Status: Metal detecting Policy and adding to existing Ordinance. The MOU is postponed until the next meeting. Gary will address the change in language.
 - d. Status: Records requests, fee waiver- in progress
 - e. Status: Six Month Board Retreat –postponed until the next meeting
13. New Business:
- a. The JCJ Roof must be addressed. Gary asked that we begin to work on an intergovernmental agency agreement with respect to the JCJ location and in the meantime: Joel moved and Toby seconded that we move forward on the roof estimate while we pursue an IGA with the county. Discussion, we need to address the issue of the roof or risk losing the building altogether. It may be that when we begin work on the roof that we find other problems so the figure for \$14,290 for standard roofing to \$20,950 FOR METAL ROOF is acknowledged by the board as a possible price for the work. The motion passed unanimously.
 - b. Approval of policies: The chair entertained motions to pass renumbered and updated policies. Gary is presented the new numbering of policies with a few minor changes that will assist in finding policies in the future. (See attached document for verbiage)
 - i. 1.1 Financial Management Policy- Toby moved and Joel seconded. Motion passed unanimously
 - ii. 1.2 Purchase Approval Policy- Toby moved and Joel seconded. that

- iii. 1.3 Security Policy- Toby moved and Joel seconded. Motion passed unanimously.
- iv. All of the 2.2-2.5 sections were grouped together and toby moved and Joel seconded. Motion passed unanimously.
 - 1. 2.1 Membership on the Board of Director's Policy
 - 2. 2.2 Powers and Duties of the Board Policy
 - 3. 2.3 Board Responsibilities Policy
 - 4. 2.4 Board Member Orientation Policy
 - 5. 2.5 Reimbursement of board Member Expenses Policy
- v. 2.6 Board Officer Duties Policy adds a change to line 12 about participating to help with the district mission and goals. Toby moved and Joel seconded approval. Motion passed unanimously.
- vi. 2.7 Public Meeting Policy. Toby moved and Joel seconded the approval. Motion Passed unanimously.
- vii. 2.8 Oath of Office-Toby moved and Joel seconded the approval. Motion passed unanimously.
- viii. Public Contracting Rules and Policies March 1, 2010 (numbering only) Toby moved and Joel seconded that the section 4 numbers be approved. Motion passed unanimously.
 - 1. 4.1 Delegation of Authority
 - 2. 4.2 Personal Services Policy
 - 3. 4.3 Disposal of Surplus Property
 - 4. 4.4 Emergency Contract Policy
 - 5. 4.5 Special Procurements and Exemption Policy
 - 6. 4.6 Sole Source Procurement Policy
 - 7. 4.7 Purchasing Approval Limits & Procedures
- c. Setting Special Board Meeting date and time to interview prospective new Board Members and to vote: It was decided that the interview meeting will be set for September 15th at 6 pm. Teri will post to the calendar, buzz and papers. We will put announcement on the board.
- d. Added agenda items-none

- 14. Public comments- Candidates introduced themselves: Linda Vassali, Tracy Ross and Tony Borba. Were present
- 15. Staff comments- none
- 16. Director remarks-none
- 17. Chair closing remarks- General thank you for coming to the meeting. The interviews are public so anyone can come and listen.
- 18. Adjournment: Next meeting is scheduled for September 15th at 6 PM at the Admin offices of LPCC.