



BOARD MEETING COVER MEMO
Tuesday, March 3rd, 2026

Topic:

Interview candidates for board member position #4 vacancy

Presented by:

Wynn Malikowski, Facilities Director (LPRD)

Background/History: Board member Carlos Sota submitted his official resignation from the board via an email to the Board on February 6th, 2026 effective February 20th, 2026. As a result, the board can consider approving the following timeline and process to fill the vacancy:

Timeframe	Activity
Tues, 03.03.26	<ul style="list-style-type: none"> Board considers and approves a process and timeline
By Fri, 03.06.26	<ul style="list-style-type: none"> Information on the process and application materials available on the website and promoted via social media, emails, etc. Press release sent to the South County Shopper or any applicable news media.
Fri, 04.03.26 at 5pm	<ul style="list-style-type: none"> Application deadline
Mon, 04.14.26	<ul style="list-style-type: none"> Board holds a work session to interview applicants Option to approve appointee during the business meeting or conduct follow up and/or hold a special meeting and/or make a final decision at the 05.05.26 board meeting
Tues, 05.05.26	<ul style="list-style-type: none"> New board member sworn into office at the end of the regular board meeting

The board will receive the applications as part of the board packet for the 04.14.26 board work session.

Attachments:

- SDAO Board Recruitment Checklist
- Draft press release
- Draft application
- SDAO Characteristics of an effective board member



Position# 4, Term: May 5th, 2026 – June 30, 2027
Application Deadline: **Friday, April 3rd,, 2026 at 5:00pm**

Applicant Name: _____ Date: _____

Physical Address (street, city, zip) _____

Mailing Address (if different) _____

Phone Number: _____ Are

Email Address: _____

Are you a resident of the La Pine Recreation District: Yes No

Are you registered to vote in Deschutes County: Yes No

Why are you interested in serving on the LPRD Board of Directors?

Please describe past experiences or positions held that would assist you as a board member.

Please outline strengths, skills and abilities that you would bring to our team of board members.

In your opinion, what is the most important role of a board member?

****Attach additional sheets if needed****

Please submit your completed application to: Wynn Malikowski, Facilities Director, wynn.malikowski@lapineparks.org or in person at the La Pine Community Center Monday - Thursday 8am to Noon at 16405 1st Street La Pine Oregon 97739

Next Steps in the Process:

The board will review all applications and invite applicants to participate in a board interview. Interviews will occur in an open work session on **Tuesday, April 14th, 2026 at 6:00p.m.** Please make yourself available for this interview either in person or via zoom.

La Pine Parks and Recreation District Board Member Duties

A board member of the LPRD serves on a five-member Board of Directors responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The board ensures that the district achieves its mission in an ethical, transparent, accountable, and prudent manner. Each board member is accountable for the functions described below, all of which are accomplished at board meetings and committee assignments through review of information, strategic planning, conversation, and decision making.

Together, the board makes decisions and sets policy for the district. Individually, you do not have any power, but by acting with your fellow board members you have an opportunity to have a positive impact on your community. The board's major responsibility is setting policy.

Board members also do the following:

- Attend the board meeting held on the 1st Tuesday of each month (sometimes special meetings and/or work sessions may be held to address specific issues)
- Hire, manage and evaluate the executive director
- Review and adopt the annual budget (as members of the budget committee)
- Review and approve financial reports
- Set goals and evaluate progress toward meeting those goals
- Ask voters to approve bond measures and local option levies for facilities and operations
- Help set standards, controls and policies that support sound management practices; e.g. safety and security, insurance, data controls and personnel management practices
- Provide a conduit to the community and function as an ambassador of LPRD.

CHARACTERISTICS OF AN EFFECTIVE BOARD MEMBER

While most special district boards are comprised of individuals from different backgrounds and experiences, individual special district board members can be more effective when they exhibit:

- A thoughtful, sincere and deliberate approach to the position.
- Understanding of the issues, knowing that their decisions have a tremendous impact on the community.
- A constructive attitude toward teamwork.
- Understanding that they have no legal authority as an individual board member.
- The willingness to spend the time necessary to be well-informed on issues.
- The ability to represent the entire community and not surrender to special interest groups or partisan political groups.
- The temperament to respond accordingly and appropriately through challenging events remembering that public actions and words of members of the board will impact the district, its image and integrity.
- The willingness to listen respectfully to the opinions and concerns of colleagues and constituents.
- The willingness to express one's own opinion and participate in discussions openly and honestly.
- Encouragement and respect for the free expression of opinion by colleagues.
- The maturity to respect the confidentiality of privileged information, taking no private action that would compromise the board or staff.
- The willingness to model continuous learning, taking advantage of professional development opportunities.
- The willingness to abide by and support the board adopted operating procedures.