



## **Board of Directors Regular Meeting Minutes**

Heron Room, Bob Keefer Center  
250 S 32<sup>nd</sup> Street, Springfield  
Wednesday, October 9, 2019 6:00 PM

### **I. Call to Order**

President James called the meeting to order at 6:00 PM.

### **II. Roll Call**

Board Present: President Greg James, Vice President Denise Bean, Directors Lee Beyer, Renee Jones and Chris Wig.

Staff Present: Superintendent Michael Wargo, Eric Adams, Kendall Reid, Teri Gutierrez, Kenny Weigandt, Paula Davis, Erin Rice, Allison Baldry, Lisa Raffin, Jo Schutte (Minutes Recorder).

Guests Present: Niel Ladati, Shawn Walker (District legal counsel).

### **III. Flag Salute**

President James led the group in the flag salute.

### **IV. Adjustments to the Agenda**

Superintendent Wargo asked that Board Action Item D. General Liability SDIS Renewal be switched to item B.

### **V. Audience Participation**

#### **Niel Ladati, City of Springfield (re: Egan Warming Center), Springfield, Oregon**

Mr. Ladati expressed his appreciation to the Board for allowing the Egan Warming Center to be housed in the Memorial Building on A Street in Springfield through a partnership with City of Springfield and St. Vincent de Paul.

### **VI. Consent Agenda**

- A.** Approval of Minutes of November 13, 2019
- B.** Approval of Claims – October 2019
- C.** Approval of Financial Report FY2020

***Vice President Bean, seconded by Director Wig, moved to approve the Consent Agenda as presented. The motion passed unanimously, 5:0.***

## **VII. Business: Updates & Discussions**

### **A. Employee of the Month**

Superintendent Wargo announced Allison Baldry, Building Maintenance Specialist II, as the Employee of the Month for December 2019. Eric Adams, in Ken Randall's absence (Allison's director supervisor), spoke positively about Ally's work ethic and highlighted some of her recent accomplishments.

### **B. New Employee Introductions**

Superintendent Wargo introduced Whitney Hoshaw, Community Engagement Supervisor, who began her new position in November.

## **VIII. Business: Action items**

### **A. Dorris Ranch Master Plan**

Kristina Boe, Landscape Designer, gave a presentation on Dorris Ranch master plan proposed revisions. She referred to a PowerPoint presentation and an action memo included in the board packet entitled *2019, Dorris Ranch Living History Farm Master Plan Revision* (attachment A).

The proposed revisions included design improvements to the main public entry, preservation of the commercial filbert orchards, options to retain the Briggs House, and possible improvements to recently acquired property (aka Allen Property). The proposed revisions were based on both Board and community feedback.

***Vice President Bean, seconded by Director Wig, moved to approve the 2019 Dorris Ranch Master Plan Revisions as presented. The motion passed unanimously, 5:0.***

### **B. General Liability SDIS Renewal**

Teri Gutierrez, Human Resources Manager, reported that the District's liability insurance policy would expire on December 31, 2019. Staff met with insurance agent of record, Geoff Sinclair with Brown and Brown Northwest, and presented the premium information from Special Districts Association of Oregon (SDAO) for property and liability insurance renewal. Specific information was included in the board packet action memo (attachment B).

***Director Beyer, seconded by Director Jones, moved to approve the Longevity Credit /Rate Lock Agreement and Property/Casual coverage with SDAO and Brown and Brown Insurance Northwest (Geoff Sinclair as our agent of record), through December 31, 2021. The motion passed unanimously, 5:0.***

### **C. Financial Management Software Contract**

Paula Davis, Business Operations Director, reported that the current financial management application, Navision, was no longer supported through a maintenance contract and needed to be replaced. Additional information was presented and

included in an action memo (attachment C) in the board packet. After significant research and receiving three proposals in accordance with ORS 279B.070, Paula and staff identified Caselle® as the replacement financial management application.

***Vice President Bean, seconded by Director Beyer, moved to authorize the superintendent to award a good and services contract to Caselle® for the purchase and implementation of a financial management application. The motion passed unanimously, 5:0.***

#### **D. Willamalane Health Savings Account**

Teri Gutierrez, Human Resources Manager, presented an action memo (attachment D) to renew the employee health insurance plan for the new policy year of March 1, 2020-February 28, 2021. The plan includes a high deductible plan, and a health savings account (HSA) or a health reimbursement account (HRA) to eligible employees.

Historically, the District has funded 50% of the HSA at the beginning of the plan year, and the remaining 50% over the course of eleven calendar months. Staff recommended the Board approve the front load on January 15, 2020.

***President James, seconded by Director Wig, moved to approve renewal of the employee health insurance plan for policy year March 1, 2020 through February 28, 2021 and to front load 50% of the Health Savings account contributions on January 15, 2020. The motion passed unanimously, 5:0.***

#### **E. Human Resources Policies**

##### **1. Anti-Harassment**

Teri Gutierrez, reported that Senate Bill 479 Oregon Workplace Fairness Act for Public Employers required employers to adopt a written anti-discrimination and harassment policy to include specific language regarding the victim's rights, timelines, reporting, investigations and follow up. After vetting the draft policy through SDAO and HR Answers, staff presented the policy revision which was part of the Personnel Policy Section I. Equal Employment Opportunity Policy.

***Director Wig, seconded by Director Bean, moved to approve the revisions to the Senate Bill 479 Oregon Workplace Fairness Act for Public Employers Equal Employment Opportunity Policy. The motion pass unanimously, 5:0.***

##### **2. Rest and Meal Period Policy – Revision and Addition of Lactation Provisions**

Teri Gutierrez presented an action memo (attachment F) to revise the Rest and Meal Periods Policy and lactation provisions, required by House Bill 2593. The revisions included language changes and information on providing appropriate space and rest periods for employees.

***Director Jones, seconded by Director Wig, moved to approve the revised Rest and Meal Periods Policy and the addition of lactation provisions. The motion passed unanimously, 5:0.***

#### **F. IT Network Replacement Contract**

Chuck Dinsfriend, IT Manager, presented an action memo (attachment G) to purchase a new network infrastructure (both hardware and software) to replace the current system which is outdated. After reviewing three possible options, IT staff determined that GCSIT would serve the District's needs best. Chuck added that the GCSIT Solutions system was scalable, flexible and met the District's storage needs, including disaster recovery protections.

***Director Beyer, seconded by Vice President Bean, moved to authorize the superintendent to award a goods and services contract to GCSIT Solutions for the purchase of new network infrastructure hardware, software and implementation services. The motion passed unanimously, 5:0.***

#### **G. Rental Policy**

Tracy Kribs, Special Events and Operations Program Manager, presented the Board with an action memo (attachment H) to approve the updated Rental Policy and District Rental Definitions. The 2019 policy was originally presented to the Board in May, however, staff made modifications to provide consistent language, modify timelines and ensure a more consistent experience across district facilities and parks.

***Director Wig, seconded by Director Jones, moved to approve the updated and revised Rental Policy and District Rental Definitions, as presented. The motion passed unanimously, 5:0.***

### **IX. Other Business:**

#### **A. Board President – President James reported the following:**

##### **1. Springfield Indoor Track Project**

- The project continues to move with forward momentum
- A similar project and structure in Spokane, WA is in progress. President James felt it could open up opportunities for site visits.
- Willamalane will do their due diligence with a full economic feasibility study and present the information to the Board at a future meeting.

#### **B. Board Members**

See section C. Standing & Special Committees

#### **C. Standing & Special Committees**

##### **1. Director Wig: Whilamut CPC – Director Wig reported the following:**

- Director Wig attended a recent CPC committee meeting where some members reiterated concerns regarding the Cyclocross event held at Heron Park.
- Some members shared concerns that collaboration and communication between the CPC and Willamalane needed improvement. Director Wig said this was a work in progress and that the issue may lend itself to a training opportunity for effective communication and collaboration.

- In addition to training opportunities for communication, Director Wig suggested reaching out to the Confederated Tribes of the Grand Rond to discuss issues raised by a member of the CPC regarding the Kalapuya people and their land within the Whilamut Natural area.

## **2. Vice President Bean: Wildish Theater**

VP Bean shared that Wildish Theater staff and board were working on future fundraising plans.

## **D. Legal Counsel**

There was nothing to report.

## **E. Superintendent**

Superintendent Wargo highlighted the following from the Superintendent's report included in the board packet:

- The Equestrian Ad-Hoc Committee held a second meeting on December 2<sup>nd</sup> at Clearwater Park in an effort to identify recreational areas for the equestrian community.
- Superintendent Wargo, Kenny Weigandt and Greg James will attend United Front on January 27-30<sup>th</sup>, 2020.

## **X. Upcoming Events/Meetings/Work Sessions**

Superintendent Wargo referred the Board to the attachment included in the board packet listing upcoming events and meetings.

## **XI. Adjournment**

President James adjourned the meeting at 8:03 p.m.

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

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## 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 11<sup>th</sup> 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



# Agenda Memo

ATTACHMENT B

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

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## 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**

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

**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:** Paula Davis, Business Operations Director  
**DATE:** November 8, 2019  
**SUBJECT:** Financial Management Application

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**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 were 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

**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

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**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

**TO:** Board of Directors  
**FROM:** Teri Gutierrez, Human Resource Manager  
**DATE:** December 9, 2019  
**SUBJECT:** Revision of Equal Employment Opportunity Policy – Workplace Fairness SB479

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**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 compliant 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 be sought, 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.

**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

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**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

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

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**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
	<b>122477</b>	<b>114405</b>	<b>131143</b>

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



541-736-4544 | [willamalane.org](http://willamalane.org)

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

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**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 and 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.



# Memo

## ATTACHMENT H

541-736-4544 | [willamalane.org](http://willamalane.org)

**Attachments:**

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