

I. Call to Order

President James called the meeting to order at 6:02 p.m.

II. Roll Call

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

Staff: Superintendent Michael Wargo, Eric Adams, Kendall Reid, Kenny Weigandt, Paula Davis, Teri Guttierrez, Chuck Dinsfriend, Lisa Raffin, David Kieffer, Adam Martell, Joyce Shepherd, Ari Trachu, Jo Schutte (Executive Assistant).

Guests: Kristin Demark, Vonnie Mikkelsen, Quentin Hogan, Homeschoolers Group.

III. Flag Salute

President James led the group in the flag salute.

IV. Adjustments to the Agenda

There were no adjustments to the agenda.

V. Audience Participation

Vonnie Mikkelsen, 101 S. A Street, Springfield

Vonnie Mikkelsen, a Springfield resident and Springfield Chamber of Commerce President, thanked the Board for allowing her to present a formal letter of request on behalf of the Springfield Community Development Corporation (SCDC) regarding the Indoor Track project. The letter, which she provided a copy to each board member, was a formal request for Willamalane to agree move forward to be the owner and operator of the indoor track facility.

VI. Consent Agenda

- A. Approval of Minutes - January 8, 2020
- B. Approval of Claims – December 1 – 31, 2019
- C. Approval of Financial Claims – July 1 – December 31, 2019

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 Joyce Shepherd, Accounting Clerk, as Employee of the Month for February 2020. Kenny Weigandt, who nominated Joyce, spoke positively about her assistance and collaboration in resolving a system and process issue.

B. New Employee Introduction

Superintendent Wargo, with input from Supervisor David Kieffer, reintroduced Adam Martell, who was recently promoted from Park Ranger with Planning, Parks & Facilities, to Youth and Family Services Supervisor for the Recreation Department.

C. Homeschoolers Park Plan

Eric Adams, Planning, Parks & Facilities Division Director, introduced students and their family members from the homeschoolers robotics club. They gave two separate presentations on creative ideas for park planning, based on a child's perspective. Their presentations included a three dimensional park model with an automatic sunscreen, an entertaining skit, and an informational display.

D. 2nd Quarter Financial Update

Paula Davis, Business Operations Director, presented the 2nd Quarter Financial Report update. Her report, which was also included in the board packet, detailed information on the general fund, general revenue, and specific information on subsidy and expenditures for Recreation Services, Parks, Planning and Facilities, and Administrative Services divisions. In summary, Paula said the organization was operating consistent to budget expectations and that unfavorable variances will be monitored for corrective action.

E. System Development Charges

Eric Adams, presented information on annual System Development Charges (SDC) Revenue Report and Trend Assessment. The information was also included in a memo in the board packet. He reported that net SDC revenue collected in FY19 totaled \$372,900 and of the revenue, 44 percent was generated by single family detached dwellings, and 56 percent was generated by single family attached and multifamily dwellings. Additionally, Eric touched on historical SDC revenues over the past ten years, and the trends and impacts the housing market had on SDC revenues.

VIII. Business: Action items

A. FY2019 Financial Audit

Paula Davis gave a brief report on the FY2018-2019 Financial Audit and said that auditors from Pauly, Rogers and Co., P.C. had met with Superintendent Wargo to debrief the results. Paula said the audit identified one significant deficiency concerning segregation of duties which was also identified in the previous year's audit. Paula then introduced Ari Trachu, Senior Audit Associate II, who assisted in answering questions regarding the audit. Both Paula and Ari referred the audit documents in the board packet including the Audit Report Memo, Board Letter, Management Letter, and Financial Report. Each board member was given a copy of the Communication to the Governing Body report.

President James, seconded by Director Beyer, moved to approve the Willamalane Park and Recreation District Financial Audit for fiscal year 2018-2019 from July 1, 2018 through June 30, 2019 as presented. The motion passed unanimously, 5:0.

B. FY2019 Audit Plan for Department of Revenue

Paula Davis presented the Board with a resolution to adopt a plan of action in response to deficiencies reported in the audit for fiscal year 2018-2019 regarding separation of duties. The corrective action included restrictions for accounting software for specific areas related

to job duties, and changes in who opens and reviews bank statements and cancelled checks prior to being reconciled.

Director Beyer, Seconded by Director Wig, moved to adopt Resolution 19-20-05 to adopt a plan of action in response to deficiencies reported in audit of fiscal year ending June 30, 2019. The motion passed unanimously, 5:0.

C. Human Capital Management Contract Approval

Paula Davis and Teri Gutierrez, Human Resources Manager, presented an action memo and supporting documentation to request authorizing Superintendent Wargo to award a goods and services contract for a human capital management/payroll system and services.

Staff explained the system would provide several important and much-needed functions including talent acquisition, benefits management, timekeeping management, and analytics and reporting. After exploring options and reviewing three RFPs, staff would like to award the contract to Paycor pending the close of the appeal period on February 14, 2020.

Vice President Bean, seconded by Director Wig, moved to authorize the superintendent to award a goods and services contract for a human capital management/payroll system and services to Paycor pending the close of the RFP appeal period on February 14, 2020. The motion passed unanimously, 5:0.

D. Purchasing Policy Approval

Paula Davis presented an action memo and attachments to recommend adopting a revised purchasing policy. She said that after Willamalane legal counsel reviewed the existing policy they made recommendations to update the policy so it is in line with Public Contract Code Model Rules. The recommended changes were:

- Removed procedures section, “procedures” are anything that is delegated from the Superintendent down. The policy governs the manner in which the District will procure goods, services, personal services, professional services and public improvement contracts.
- Exemptions from competitive procurement was added for each section in the policy.
- Superintendent’s delegated authority on Goods, Services, Personal Services, and Professional Services increased from \$25,000 to \$50,000. In the amendment section, the Superintendent has delegated authority to enter into contract amendments on these contracts up to a total contract value of \$60,000 (so \$10,000 total contract amendment, or 20% value of the contract).
- When a contract does exceed Superintendent’s delegated authority, the Board should do two things in its resolution: (a) award the contract for the amount stated (generally a not-to-exceed amount); and (b) authorize the Superintendent to execute contract amendments up to 10% of the contract value. Proceeding is the recommended resolution language:

***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
WILLAMALANE PARK AND RECREATION DISTRICT***

The duly authorized WPRD Superintendent (or authorized designee) is hereby authorized to: (a) designate qualified staff to negotiate and execute a contract

President James, seconded by Director Jones, moved to approve the Purchasing Policy as presented. The motion passed unanimously, 5:0.

IX. Executive Session – ORS 192.660(2)(e)

The Board moved in to an executive session, pursuant to ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

E. Continued: Business Action Items - Springfield Indoor Track & Sportsplex

Superintendent Wargo presented information on the Springfield Indoor Track & Sportsplex and reviewed information about the project. The Board decided not to take any action.

X. Other Business:

A. Board President

No report.

B. Board Members

No report.

C. Standing & Special Committees

1. Whilamut Citizen's Advisory Council (CPC) - Director Wig gave an update on the last meeting he attended and said the group was discussing on how to move forward with relocating a commemorative bench that currently sits in the natural area.
2. Wildish Theater – Vice President Bean reported the theater is struggling financially. Team Springfield members, including Willamalane staff, will meet to discuss a plan for assisting the theater. Superintendent Wargo said he would update the board on progress at the next board meeting.

D. Legal Counsel

No report.

E. Superintendent

Superintendent Wargo reported that he and staff continue to meet with Equestrian Ad-Hoc Committee members, the City of Springfield, and SUB to designate riding areas for the equestrian community. He will provide a plan and more information at the next board meeting.

Superintendent Wargo identified the following upcoming events:

- Wednesday, February 19 at 9:00a – Willamalane All-Staff Meeting
- Friday, March 13 at 5:30p – Springfield Rotary Dinner and Auction

XI. Upcoming Events/Meetings/Work Sessions

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

XII. Adjournment

President James adjourned the meeting at 8:30p.m.

TO: Board of Directors
FROM: Paula Davis, Business Operations Director
DATE: February 7, 2020
SUBJECT: 2nd Quarter Financial Update

TOPIC:

Following is the financial summary dated December 31, 2019.

DISCUSSION:

General Fund

Fiscal year 2020 (FY20) is from July 1, 2019 through June 30, 2020. For the period of six months, ending in December, 50% of the budget year has commenced. Excluding seasonal or cyclical activity variances (i.e. tax revenue collection or once-a-year activities), 50% subsidy use is reflective for three months' activity.

Revenue-General

Current year levied taxes collected are \$9,301,066.81 (93.9%) of FY20 budget compared to are \$9,060,188 (95.4%) of FY19 for the same period. Prior year levied taxes collected are \$108,770 (47.3%) of FY20 compared to \$318,154 (138.3%) of FY19. Other General Fund non-departmental revenue (interest earning) is \$25,940 (40%) of FY20 compared to \$18,287 (61%) of FY19.

Administrative Services Division

Subsidy use in the second quarter is \$902,648 (43.8%) compared to \$861,564 (43.7%) from the same period last year. Rental properties revenue is lower than last year due to the vacant Memorial Building, total projected revenue loss of \$36,000.

	FY19	FY20	Difference
Actual Revenue	\$36,676	\$23,718	(\$12,958)
Yearly Budgeted Revenue	\$83,911	\$73,612	(\$10,299)
Percentage Met	43.7%	32.22%	

	FY19	FY20	Difference
Actual Expenses	\$898,240	\$926,366	\$28,126
Yearly Budgeted Expense	\$2,054,864	\$2,132,936	\$78,072
Percentage Met	43.7%	43.4%	

Recreation Services Division

Subsidy use in the second quarter is \$1,401,386 (48.1%) compared to \$1,285,118 (36.8%) from same period last year. Revenue was flat for the second quarter compared to prior year. An administrative change recognizing one pass distribution to partners negatively impacted the subsidy percentages.

	FY19	FY20	Difference
Actual Revenue	\$2,116,672	\$1,957,000	(\$159,672)
Yearly Budgeted Revenue	\$4,020,170	\$4,476,529	\$456,422
Percentage Met	52.7%	43.7%	

	FY19	FY20	Difference
Actual Expenses	\$3,401,790	\$3,358,385	(\$43,405)
Yearly Budgeted Expense	\$7,513,175	\$7,390,044	(\$123,131)
Percentage Met	45.3%	45.4%	

Parks, Planning and Facilities Division

Subsidy use in the third quarter is \$2,500,939 (47%) compared to \$1,934,752 (45.7%) from the same period last year. Revenue was down over same period last year due to the timber sales recognized in September of 2018.

	FY19	FY20	Difference
Actual Revenue	\$58,371	\$36,187	(\$22,184)
Yearly Budgeted Revenue	\$27,251	\$21,600	(\$5,651)
Percentage Met	214.2%	167.5%	

	FY19	FY20	Difference
Actual Expenses	\$1,993,123	\$2,537,127	\$214,682
Yearly Budgeted Expense	\$4,260,331	\$5,336,607	\$921,417
Percentage Met	46.8%	47.5%	

Compliance Items

Bank reconciliations have been completed for October to December 2019. Quarterly payroll and State transit taxes were filed on 1/28/2020.

Summary

Overall the organization is operating consistent to budget expectations. Unfavorable variances will be monitored for corrective action.

REQUESTED ACTION:

None, discussion only.

ATTACHMENTS:

None

TO: Board of Directors
FROM: Eric Adams, Planning, Parks & Facilities Director
DATE: February 12, 2020
SUBJECT: Annual System Development Charges (SDC) Revenue Report and Trend Assessment

TOPIC:

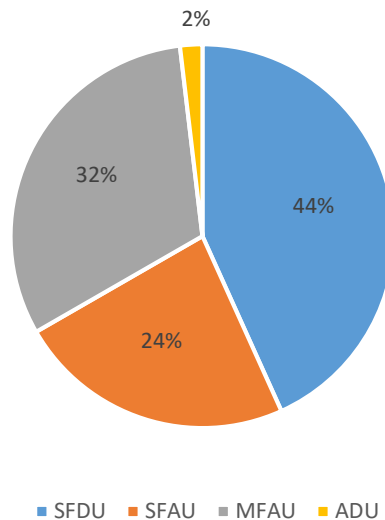
Oregon Revised Statute (ORS) 223.311 requires local governments to provide an annual accounting of System Development Charge (SDC) revenues. The information presented below satisfies this requirement, and provides additional details about Fiscal Year (FY) 2019 SDC revenues that were not presented in the corresponding financial audit.

DISCUSSION:

Gross SDC revenue collected in FY 2019 totaled \$396,700. After deducting the City of Springfield’s six percent monthly administrative processing fee, annual net revenue was \$372,900.

As shown in Graph 1, Single Family Detached dwellings (SFDU) generated \$175,030, or 44 percent of total revenues, while Single Family Attached (SFAU) and Multifamily dwellings (MFAU) generated a total of \$222,061, or 56 percent of total revenues.

Graph 1: FY 2019 Revenue by Dwelling Type



As shown in Graph 2, below, net annual SDC revenues have fluctuated widely over the last 10 years, with a high of almost \$430,000 and a low of approximately \$140,000. Much of this variability is due to cycles within the housing market; construction of new single family homes in particular. It is presumed that the downward trend observed between 2010 and 2015 is associated with the gradual buildout of new residential subdivisions that received land use approvals before or shortly after the “Great Recession” began.

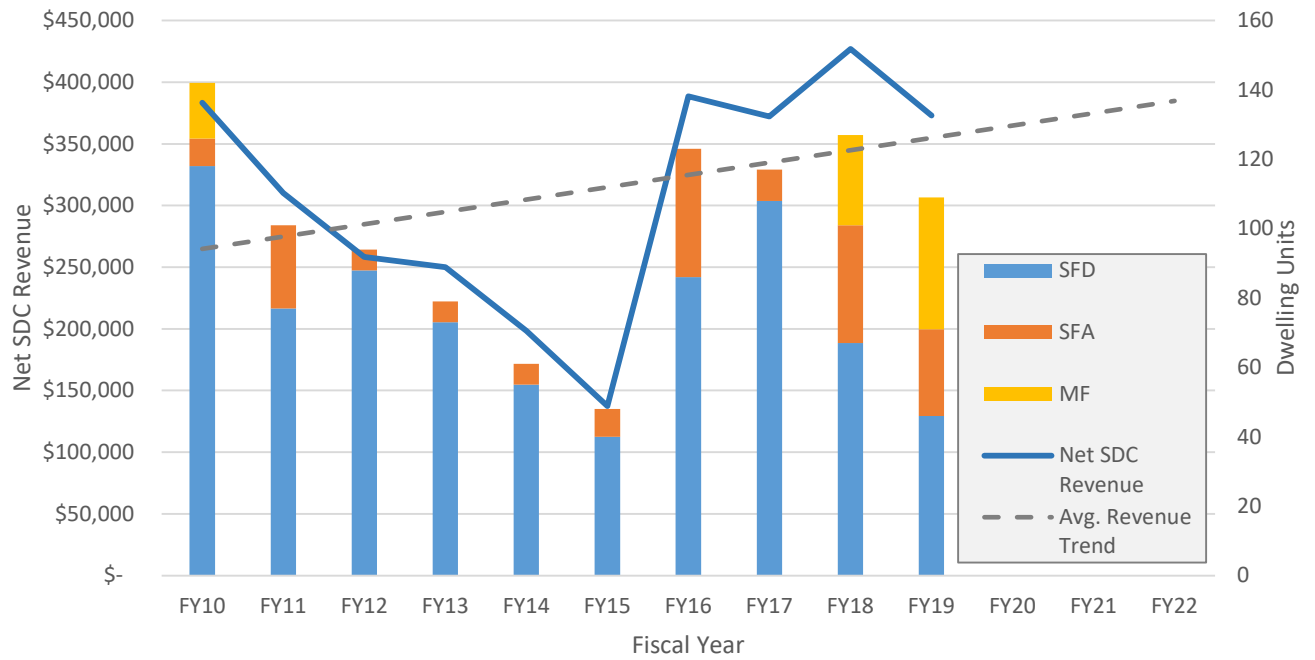
Springfield’s Housing Market and Population Growth

Over the last four years, the housing market has experienced a resurgence due to relatively favorable interest rates and unmet demand for new housing. The availability of undeveloped single family lots in Springfield remains low however based on data obtained from the City of Springfield. While this suggests that market forces will keep demand high for the foreseeable future, new home construction has not increased over the previous twelve months despite lower home loan interest rates. The data summarized in Graph 2, below, highlights a two-year trend in this regard with respect to SFDU, with SFAU and MFU constituting a greater percentage of the total number of new dwelling units. The reduction in new SFDU construction is consistent with national trends – particularly in desirable metropolitan housing markets where new home prices continue to outpace the purchasing power of first-time “Millennial” home buyers. Locally, data available from the City of Springfield show that 34 percent of renters and 31 percent of home owners spend more than 50 percent of their annual income on housing costs¹. This illustrates the extent to which income growth and housing costs have not kept pace with each other.

Data summarized in Graph 2 also show that annual SDC revenue has averaged slightly more than \$300,000 over the last 10 years. This is less than half the average annual revenue assumed in the 2012 Park and Recreation Comprehensive Plan, which anticipated returning to a historical average annual revenue of approximately \$692,000, resulting in roughly \$5.7 million to support planned capital improvement projects between 2012 and 2021 (Phase 1). Net SDC revenues collected between 2012 and 2019 total approximately \$2.4 million, with two years remaining in Phase 1 of the adopted Capital Improvement Plan.

¹ Eugene – Springfield Consolidated Plan, City of Springfield CDBG FY19/FY20 One-year Action Plan

Graph 2: Fiscal Year 2010-2019 Annual Residential SDC Revenue



REQUESTED ACTION:

None – for discussion only.

ATTACHMENTS:

None.

TO: Board of Directors
FROM: Paula Davis, Business Operations Director
DATE: January 2, 2020
SUBJECT: Audit Report

TOPIC:

Review the fiscal year 2018-2019 Financial Audit, auditor's District Board letter, and the management letter.

DISCUSSION:

The auditor's Pauly, Rogers and Co. PC have met with Michael Wargo, Superintendent, Lisa Raffin, Accounting Supervisor, and myself to discuss the audit. There are two levels of audit comments – a material weakness which is an issue that has the potential to significantly alter the financial statements in a way that could make a difference to an educated reader or a significant deficiency which is a smaller issue that relates to internal controls. A significant deficiency is in no way an indication that any significant errors were found. There was one significant deficiencies in the Management Letter and six Best Practices and no material weaknesses. This is the same deficiencies that was noted last year in their letter.

Significant Deficiencies

- Concern segregation of duties may contain as both the Accountant and the Director have full access to the accounting software.

Best Practices

- Governing Board Monitoring
- Fidelity Insurance Coverage
- Trust fund balances exceed the amount insured by the Securities Investor Protection Corporation (SIPC)
- Policy regarding the use of special characters or numbers in passwords, or in their length
- Policy regarding the ownership of intellectual property developed by staff using District assets or during employment hours at the District
- Bank reconciliations completed within 30 days of the statement date

Staff Response

The significant deficiency comment has been made in previous years' audits. We have made changes to our processes to lessen the weaknesses that the limited staff resources creates. We continue to review our procedures and make changes as we identify those that could create significant weaknesses. Business Operations Division has selected a new financial management software and implementation will begin mid-January 2020. Special attention will be given to the system's ability to segregate software functionalities by activity.

To address the best practices, we encourage the Board to ask questions regarding fraud and accounting practices. We currently have \$500,000 in fidelity insurance. We have reviewed the coverage and risk in past years and determined that the amount of coverage is adequate. Policies for passwords and intellectual property are being developed for the CAPRA project for Board approval. We have included the dates of bank reconciliations and tax filings in the quarterly summary reports you receive throughout the year.

REQUESTED ACTION:

Motion to accept the FY 2018-2019 Financial Audit as presented.

ATTACHMENTS:

WPRD Board Letter

WPRD Management Letter

WPRD Financial Report

TO: Board of Directors
FROM: Paula Davis, Business Operations Director and Lisa Raffin, Accounting Supervisor
DATE: January 2, 2020
SUBJECT: Resolution No. xx-xx-xx: A RESOLUTION ADOPTING A PLAN OF ACTION IN RESPONSE TO DEFICIENCIES REPORTED IN AUDIT OF FISCAL YEAR ENDED JUNE 30, 2019

TOPIC:

Resolution to adopt a plan of action in response to deficiencies reported in the audit of fiscal year which ended on June 30, 2019.

DISCUSSION:

When significant deficiencies, material weaknesses or other recommendations for improvements have been reported by auditors in a separate letter to management or in a report issued in accordance with Government Auditing Standards, the governing body of the municipality is required to adopt and file a plan of action with the Secretary of State within 30 days of delivery of the report by the independent auditor (ORS 297.466).

The District contracted with Pauly Rogers and Co., P.C. to complete an audit of the organizations for FY2018–2019 budget year. During this audit they found that significant deficiencies in internal controls was important enough to merit attention by the Board of Directors. Their recommendations are:

- Recommend that personnel have their access restricted to specific areas within the accounting software that are required for their job duties to enhance the segregation of duties.
- Recommend that the Finance Director open the bank statements and review the statements and canceled checks before giving that information to the Accountant to reconcile.

Restricting access to specific areas within the accounting software as it relates to staff duties is not obtainable in the current financial management software, Navision. The current software system does not allow the segregation of functionalities that is required for this deficiency to be cleared from the auditor's report. Business Operations Division has selected a new financial management software and implementation will begin mid-January 2020. Special attention will be given to the system's ability to segregate software functionalities by activity.

The Business Operations Director is opening and reviewing the statements and canceled checks prior to giving that information to the Accounting Supervisor to reconcile. Finance has updated several

processes to address weaknesses in internal controls to separate duties between authorization a transaction and recording them.

- The Accounting Clerk now creates new vendors in Navision while the Accounts Payable Clerk processes invoices and checks.
- The Accounting Supervisor does not print checks and the Accounting Assistant serves as the Accounts Payable back in the event any off cycle checks need to be issued.
- Accounting Supervisor maintains check stock and approves all checks prior to being mailed.
- Start Up Cash requests require a signed Custodial Form before being released to staff.
- Additional process updates were made to cash handling processes.
- Cash turned into Finance for deposit require two individuals from Program Departments and two individuals from Finance validating deposit amount.
- Start Up Cash returned for deposit have Signed Custodial Forms are attached.
- Event cash deposits are now reconciled with the third party processing reports.
- Checks and cash received by finance are recorded by the Account Assistant or Accounts Payable Clerk and deposits are handled by the Accounting Clerk.
- Finance continues to review potential segregation duties weaknesses and updates processes.

REQUESTED ACTION:

Staff recommends adopting Resolution No. xx-xx-xx to adopt a plan of action in response to deficiencies reported in the audit of fiscal year which ended on June 30, 2019.

ATTACHMENTS:

Resolution No. xx-xx-xx

TO: Board of Directors
FROM: Paula Davis, Business Operations Director
Teri Gutierrez, Human Resource Manager
DATE: February 7, 2020
SUBJECT: HCM/Payroll System and Services Contract Authorization

TOPIC:

Staff is requesting authorization from the Board of Directors to award a good and services contract for a Human Capital Management (HCM)/Payroll system and services.

DISCUSSION:

HCM solutions are tools and automated processes that can assist the District with managing our workforce and empower and engage employees with self-service tools. A HCM solution streamlines human resources and authorizations workflows, allows easy and instant access to all employee records, integrates personnel, payroll, and benefits information, and electronically safeguards data. This solution will integrate HR, supervisor and employee functions into a single HCM platform .that will:

- Reduce manual data entry and administrative work across the District;
- Require only one vendor;
- Produces live and scheduled analytics and reports for strategic decision making;
- Ensures that all functions interact with one another seamlessly; and
- Presents all functions in a similar user interface, significantly reducing training and data entry errors.

Beginning in the fall of 2019, the Business Operations staff explored the role technology could play in addressing some of the financial, human resource, and payroll challenges. We researched and reviewed several solutions and focused on the features and services below.

- *Talent Acquisition* – By leveraging HCM software, it’s possible to target our efforts on finding ideal candidates for specific positions and that fit our District’s culture. The solution should offer the ability to accommodate recruitment legal requirements, develop job descriptions with input from all stakeholders, to set minimum screening criteria to focus on the most qualified applicants, create a memorable experience for the applicant, and to access data for the entire recruiting process from a single interface. Additionally, the solution should provide a seamless onboarding process for selected candidates.
- *Benefits* – Software should enable the District to manage and deliver benefit programs to meet our objectives and contracted obligations. It should include a self-service functionality that would allow employees to easily adjust their own profiles which would trigger workflows through the platform and to our benefit providers.

- *Time management and reporting* – Software should have a fully integrated time management module for scheduling, time-of-requests, timecards, and payroll. It should easily identify potential timecard issues and have the ability to make changes in one place.
- *Self-service capabilities* – District looked for vendors that would allow employees to enter and update their own personnel information: demographic data, payroll withholding, 457 deferral percentage, timecards, and time off request. Giving employees 24/7 access to their data frees managers and HR staff from a great deal of administrative work and empowers the employees.
- *Analytics and reporting* – District wants immediate access to key transactional data and trends. HCM software should provide ready analyses of relevant information, such as paid-time-off tracking, the cash requirement for payroll, demographic information, turnover rates, or year-to-date overtime payments. Automated reporting requirements such as ACA, EEOC and census reports. Live and predictive reports that reflect our current workforce and talent gaps.

A request for proposal was advertised on January 20, 2020 and closed for submission on February 4th, 2020. The District received three proposals and all were generally responsive to the criteria specified in the RFP. A summary of the proposal scoring is provided with Attachment I. Based on the proposer's scores, staff recommends awarding the contract to Paycor. A Notice of Intent to Award the contract was issued on February 7th, 2020, the seven-day protested period expires on February 14th, 2020.

REQUESTED ACTION:

Pending close of the appeal period for award of a goods and services contract, authorize the Superintendent to finalize a contract with Paycor for a Human Capital Management/Payroll system and services, consistent with the terms of the subject proposal.

ATTACHMENTS:

1. Scoring Results
2. Paycor vs Caselle
3. Paycor Proposal
4. Request for Proposal HCM/Payroll System and Services

TO: Board of Directors
FROM: Paula Davis, Business Operations Director
DATE: February 10, 2020
SUBJECT: Purchasing Policy Change

TOPIC:

Consider approval of changes to the Purchasing Policy.

DISCUSSION:

The Board is designated as the local Contract Review Board under the State of Oregon Public Contracting Code. As such, the Board can delegate its powers and responsibilities with the Oregon Public Contract Code, the Model Rules, or the Willamalane Purchasing Policy. The Board adopted the Model Rules in the Purchasing Policy on October 12, 2005 and an update on July 13, 2016.

The District's attorneys' Thorp, Purdy, Jewwett, Urness & Wilkinson, P.C. and staff are recommending changes to the existing policy that are consistent with Model Rules. The changes are:

- Removed procedures section, "procedures" are anything that is delegated from the Superintendent down. The policy governs the manner in which the District will procure goods, services, personal services, professional services and public improvement contracts.
- Exemptions from competitive procurement was added for each section in the policy.
- Superintendent's delegated authority on Goods, Services, Personal Services, and Professional Services increased from \$25,000 to \$50,000. In the amendment section, the Superintendent has delegated authority to enter into contract amendments on these contracts up to a total contract value of \$60,000 (so \$10,000 total contract amendment, or 20% value of the contract).
- When a contract does exceed Superintendent's delegated authority, the Board should do two things in its resolution: (a) award the contract for the amount stated (generally a not-to-exceed amount); and (b) authorize the Superintendent to execute contract amendments up to 10% of the contract value. Proceeding is the recommended resolution language:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
WILLAMALANE PARK AND RECREATION DISTRICT**

The duly authorized WPRD Superintendent (or authorized designee) is hereby authorized to:
(a) designate qualified staff to negotiate and execute a contract

with _____ for _____ at an authorized amount not-to-exceed (NTE) value of \$ _____; and (b) delegate performance of project manager functions including, but not limited to, issuance of notices to proceed, amendments to the contract not to exceed a cumulative total of 10% of the contract value, and management of the contract to ensure deliverables and services meet the contract requirements.

REQUESTED ACTION:

Staff recommends adopting the purchasing policy as presented.

ATTACHMENTS:

Purchasing Policy

Proposed Purchasing Policy