



**Sisters Park and Recreation District  
Board of Directors Special Meeting  
5:30pm Tuesday: May 7, 2019**

1. Call Meeting to Order – Jeff Tryens, Board President at 5:30pm

**In attendance:** Jeff Tryens, Heath Foott, Bob Keefer, Peggy Tehan

**Absent:** Jayne Simmons

**Visitors:** Rosemary Vasquez, Sue Stafford, Rita Gassen

- Reminders: none
- Adjustments and/or Approval of Agenda

Interim Director Snead asked the Board to reverse the order of the bullets under item 4 of the agenda and to add a new item 2 to consider authorizing the Interim Executive Director to spend up to \$4,000 on the internet connectivity improvement project.

Treasurer Tehan made motion to accept the agenda as revised. Member Keefer seconded. Motion carried unanimously.

2. Consider approval of an at-will employment contract with Stacey Sommerfield for the position of executive director.

Memo included. Ms. Sommerfield has requested the following items to be included in her contract: a start date of June 17<sup>th</sup>, a 3-year contract with a renewal conversation happening in 2<sup>nd</sup> year, \$5500 in moving expenses, three weeks of PTO accrued over her first year at 10 hours a month, then she stays at everyone else's accrual rate, a 90-day introductory period along with annual evaluations, severance pay, proposed salary of \$15,000 by the end of current fiscal year, and \$78k in the budget for next fiscal year. The Board would still have provisions to terminate at any time and they are not obligated to extend contract past two years.

Member Keefer would like to see 90-day introductory period extended in the future.

President Tryens suggests inviting Stacey to join budget meeting via phone. Interim Executive Director Snead to follow up.



Treasurer Tehan made motion to adopt contract as described by Interim Executive Director Snead. Member Keefer seconded. Motion carried unanimously.

3. Consider authorizing the interim executive director to spend up to \$4,000 the internet connectivity improvement project

Memo included. Interim Executive Director Snead said we can work with the school district to upgrade our internet from a copper wire to fiber. The quote is for \$9,965 and they have asked for us to pay \$4,000. We will have our new connection within the next two weeks. Part of the lease negotiation with school district includes us possibly going with their phone system and leave Covenant to use their IT services.

Vice President Foott made a motion to authorize Interim Executive Director Snead to proceed with updating internet connection. Treasurer Tehan seconded. Motion carried unanimously.

Thank you note from Kelly Davis Martin and Certificate of Appreciation from Forest Service shared with board.

4. Topics for discussion:

- Discuss FY2019-20 budget proposals:
  - Draft 5-year capital and maintenance plan

Staff has been working on a capital improvement list based on levy items and budget from last year. This list can change, it's just a snapshot in time. 19-20 column is what's in budget for the upcoming fiscal year. Proposing quite a few capital improvements. Stacey has a background in facilities that will be beneficial.

Treasurer Tehan suggested outdoor restroom like the ones the city has with grant funding. Interim Executive Director Snead says maybe we could partner with the school district on that project as well.

Member Keefer says we'd have to really consider what that looks like with long term costs and maintenance.

President Tryens says park advisory board with city discusses bathrooms a lot and they experience vandalism often.



Items included for next year are replacing the fitness room floor which opens the opportunities for that room.

Vice President Foott suggested a roll-up mat. 10k is an estimate and there is plenty of flexibility. 20k budgeted for rear exterior of facility.

Member Keefer says we need a specific plan for that area. \$4500 budgeted to replace two computers a year for the next 5 years. 30k budgeted for an accessible vehicle.

President Tryens wants a new vehicle to be moving more often than the ones we have now and would like a partnership with other agencies. He also wants to know how we decide what is our actual funding and what will come from grant funding. Skate Park wants to do improvements and are anticipating 70k in grant funding towards it. 7k in general fund capital will be transferred to committees. 2k of that to skate park and 5k to bike park. We can't get into the security cameras; Rita has been digging trying to find the password and is coming up short. She found original software so she's going to try to reinstall it. There are currently seven analog cameras on the grounds.

President Tryens asked who would oversee viewing them. Rita said the executive director would have control over that.

Vice President Foott asked about 20k for pickle ball. Interim Executive Director Snead says that's set aside just in case we can get something up and moving with that. Draft maintenance schedule provided. Courtney discussed some of the plans for the upcoming fiscal year. Both buses have been retired. One was retired a long time ago and we were continuing to use them.

Vice President Foott suggested we sell one and use the money to repair the other. We may be able to get a grant to get a new one.

Member Keefer suggested creating a to-do list with the vehicles as we talk about strategic plan moving forward. Next Monday rocks will be put in at the front of the building, Rita and Ryan are going to get bark this week for the islands out from. There's an irrigation system in place right now that isn't being used. It's for grass so we'll cap some of them and add bubblers to each tree but that's not an immediate plan.

\$10 donation for disc golf received this week.



President Tryens stated a disc golfer said we have one of the best courses in the state. The Labyrinth committee is very motivated and has great plans going forward. Needs assessment still in the works.

- Personnel proposals/organizational chart

Summary of proposed changes for personnel provided. Changes include: Administrative Assistant to Executive Assistant with salary increase, 1.0 FTE Finance Manager changing to a 0.75 FTE Finance Coordinator, Facility and Grounds Coordinator change to exempt, Adult & Youth Program Assistant to Coordinator with salary bracket increase from 14-18hr to 16-21hr, and Preschool Head Teacher position to full time exempt Education Programs Director position with salary increase to reach Director status and year round instead of 9 months.

President Tryens asked to remove language stating that someone deserves a promotion and wants to be able to explain these changes to the public confidently.

Member Keefer reminded everyone that staff retention was included with the levy.

Recreation Programs Director Rush states the agency wasn't equipped to move forward when he started, and these changes would assist us to continue moving forward in the right direction.

Other personnel changes for 19-20 include the following: 5% increase to salaries which is 3% cost of living and 2% merit increase during yearly reviews, 10.75 to 11.25 minimum wage changes, up to 3% match for retirement, 11% for payroll costs, 75% for wellness incentive.

Board agreed to let the budget committee decide these changes.

- Review draft SPRD public records policy

Memo attached. SDIS has an incentive to save 10% on liability and insurance by having a public records policy. This gives us a policy to follow in the case of a public record request and includes cost of doing so. Consistent with state law, SPRD can't charge someone more than \$25 without their approval first. Board to adopt policy at next business meeting on 5/21.



- Other items

Interim Executive Director Snead passed around Crest the Cascades card created by Xpress Printing. CTC has its own Facebook page, event page, and Instagram page.

Vice President Foott requested to be added as an administrator for that and he can get some behind the scenes things done to help with marketing.

Interim Executive Director Snead and Member Keefer met with Curt from the School District for a lease conversation. School district is very open to this partnership and helping to get us on their system. Ideas for shared facilities and how they can be improved were discussed.

Member Keefer thought it was a great meeting and not like other conversations they've had on this topic before. He also indicated the importance of adopting an intergovernmental agreement (IGA) to outline how we can work together to mutually benefit each other and the community.

President Tryens would like Stacey to meet and greet with all our partner agencies and others around town. Interim Executive Director Snead already working on a schedule for her.

Mandee Seeley is running for school board. A local author endorsed her in a Nugget article and quoted Courtney. President Tryens contacted the editor and they will print a correction in tomorrow's paper stating SPRD was not endorsing her for the position.

Treasurer Tehan will miss 5/16 meeting.

Vice President Foott will miss 5/21 meeting. Heath also acknowledged staff and thanked them for all their hard work.

5. Adjourn Meeting: 7:58pm.

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the BOD: 05-21-19