



**Sisters Park and Recreation District  
Board of Directors Business Meeting  
5:30pm Tuesday: June 18, 2019**

**1. Call Meeting to Order (Jeff Tryens, Board President):**

The Board of Directors meeting was called to order by President Tryens at 5:30 pm on June 18, 2019 at the Coffield Center located at 1750 W McKinney Butte Road. He acknowledged that the board is meeting on the ancestral lands of the Northern Paiute.

Board members present: Jeff Tryens, Heath Foott, and Bob Keefer. Peggy Tehan and Jayne Simmons were not present.

Staff members present: Courtney Snead, Interim Executive Director, Chad Rush, Recreation Programs Director, and Mandee Seeley, Recording Secretary

Visitors present: none

Reminders: None

Adjustments and/or approval of the agenda: None

Board member Keefer moved to approve the agenda. Vice President Foott seconded. Motion carried unanimously.

**2. Welcome Visitors (Jeff Tryens, Board President):**

- None

**3. Correspondence:**

- Email from Athletic Director at SHS regarding Middle School Sports

The school district has officially taken back middle school sports to include registrations. Recreation Programs Director Rush worked with Gary Thorson today to review equipment. Most of the equipment was donated a long time ago and is old so things were thrown out and they will be taking the rest.

- Programs Director Rush provided a handwritten note from Sisters Middle School students showing their thanks and appreciation for SPRD.

**4. Consider approval of meeting minutes  
(Courtney Snead, Interim Executive Director):**

- May 21, 2019 business meeting minutes
- May 28, 2019 special meeting and executive session minutes
- June 4, 2019 special meeting minutes



Board member Keefer moved to approve all minutes as presented. Vice President Foott seconded. Motion carried unanimously.

**5. Consider approval of SPRD financials (Peggy Tehan, Board Treasurer):**

- April 2019

Interim Executive Director Snead met with Board Treasurer Tehan to review financials prior to meeting. Expenses were up in April due to unforeseen expenses such as capital improvements like the new server and firewall, office furniture replacement, Skate Park equipment rentals, director recruitment, RecTrac costs, and returning funds formally housed at SPRD for Circle of Friends to their organization. Revenue is on target for April. Interim Director Snead updated formatting on documentation to make it easier to read, and reminded board that we will have a new Quickbooks 'business' starting on July 1, 2019.

Vice President Foott moved to approve April 2019 financials as presented. Member Keefer seconded. Motion carried unanimously.

**6. Consider accepting the abstract of May 21, 2019 election results:**

The following positions we elected:

- Position #4 - Heath Foott
- Position #5 - Peggy Tehan

Board member Keefer moved to accept the abstract of the May 21, 2019 election results as presented. Vice President Foott seconded. Motion carried unanimously.

**7. Consider approval of resolution #2019-05, authorizing transfer of appropriations within the General Fund for FY2018-19:**

Interim Executive Director Snead informed board that due to unanticipated vehicle maintenance and other spending, she is requesting that \$18,000 be moved from the personnel service's category of the budget to the materials and services category. As of today, SPRD has met budget revenue projections for the end of the fiscal year.

Vice President Foott moved to approve resolution 2019-05 as presented. Board member Keefer seconded. The motion carried unanimously.

**8. Adopt resolution #2019-06, retiring the SPRD work credit program:**

The work credit program was created in part due to the recession back in 2008. Customers could work events or other programming to help offset the cost of their registrations at \$10 per credit hour. There are currently 462 unused hours and no one on the list has used any in the current fiscal year.



The board agreed that current individuals with outstanding work credits be contacted to allow them to use it before the program expires at the end of FY2019-20. Interim Director Snead noted the change and read amended language for Section 2 of the resolution. The board agreed with the amendment to note that families will be contacted about using their existing credits and will have one fiscal year to use them.

Member Keefer moved to adopt resolution 2019-06 retiring SPRD work credit program as amended. Vice President Foott seconded. Motion carried unanimously.

**9. Consider approval of the FY2019-20 salary and wages schedule:**

This is a new document that SPRD has not historically adopted and would help SPRD have clearer with documentation for temporary and regular employee wages.

Board Member Keefer suggested this process start earlier in the year going forward, prior to budget development. Interim Director Snead agreed that it would be ideal to have the board consider changes prior to the budget process. Board member Keefer noted that one of the positions was not at minimum wage. Interim Director Snead apologized for the error and will amend the schedule to reflect minimum wage for the after-school program assistant position.

Vice President Foott moved to approve FY2019-20 salary and wages schedule as amended. Member Keefer seconded. Motion carried unanimously.

**10. Professional services contract addendum with Dr. Claudia Bisso-Fetzer:**

Due to timing, staff has been unable to offer the Friendly Agers program within the fiscal year due to the goal of offering it for free to participants not being met yet. As a result, the program will be offered fall 2019. Interim Executive Director Snead asks that the contract be extended until December 31, 2020. SPRD has received grants from both St. Charles and Pacific Source toward this program, which seeks to reduce isolation in seniors and increase confidence in youth.

Member Keefer moved to extend contract with Dr. Claudia Bisso-Fetzer to December 31, 2020. Vice President Foott seconded. Motion carried unanimously.

**11. Consider approval of an at-will employment contract for SPRD executive director:**

The board created a sub-committee of the board that included President Tryens and Board member Keefer to negotiate with the preferred candidate for executive director. The contract includes \$76,000 per year salary, a \$7,000 taxable relocation stipend, health insurance for the director and her dependent, and includes authority for President Tryens to amend the contract if she can start employment prior to the current August 26<sup>th</sup> date.



Vice President Foott moved to approve contract of an at-will employee for executive director as amended. Board member Keefer seconded. Motion carried unanimously.

**12. Consider approval of an at-will employment contract for interim executive director:**

The contract with Interim Executive Director Snead will extend through August 30 with an option to extend in 30-day increments and includes the addition of the Wellness benefit that staff receives.

Vice President Foott moved to approve contract of an at-will employee for interim executive director. Member Keefer seconded. Motion carried unanimously.

**13. Executive Director report (Courtney Snead, Interim Executive Director)**

Interim Executive Director Snead provided a copy of Jayne Simmons' resignation letter effective June 17, 2019. An announcement will be in the Nugget newspaper and prospective board members will be interviewed at the August 6, 2019 work session.

Snead also updated the board on education and recreation programs, facilities, events, internet, RecTrac, scholarships, and the needs assessment.

**14. Board member reports:**

- None

**15. Adjourn the meeting:**

President Tryens adjourned the meeting at 6:52 pm.

Respectfully submitted,

Mandee Seeley, Recording Secretary  
Approved by the Board of Directors on July 29, 2019.