



**Sisters Park & Recreation District  
Board of Directors Work Session  
Tuesday, February 11, 2020- 4:30 - 6:30 p.m.**

1. Call Meeting to Order – Jeff Tryens, Board President.....5 min.
  - a. Reminders
  - b. Adjustments and/or approval of agenda

Attendees: Jeff Tryens, Board President, Bob Keefer, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Chad Rush, Recreation Programs Director, Jennifer Holland, Executive Director, Mandee Seeley, Recording Secretary, and Carissa Gascon, Education Programs Director

Absent: Heath Foott

Visitors: Heather Bulloch, Teresa Mills, and Megan Jackson, budget committee candidates

President Tryens called the meeting to order at 4:33pm. No reminders.

Treasurer Tehan moved to approve the agenda as amended. Vice President Keefer seconded. Motion carried unanimously.

2. Budget Committee Member Interviews – Jeff Tryens, Board President .....30 min.
  - a. Cover Memo
  - b. Applications

The board interviewed three candidates for the open budget committee position. Each board member asked all candidates one question each and follow up questions when needed. The board then explained the budget process and expectations of a budget committee member, and the candidates were able to ask questions for clarification. Once candidates left, the board discussed and rated them. Topic added to consent calendar for board to decide at the next meeting.

3. Cost Recovery Methodology, Jennifer Holland, Executive Director.....60 min.
  - a. Cover Memo
  - b. Cost Definitions
  - c. Categories of Service
  - d. Cost Recovery Pyramid

There are many approaches to cost recovery. Executive Director Holland explained past practice and cost recovery methods for the District. This new proposed model is based off the model Willamalane in Springfield uses that was designed by a consulting firm. This approach defines direct and indirect costs, breaks programs into more detailed categories of



service, then separates into benefit categories and attributes cost recovery based on categories. Direct costs including staffing, services, supplies, etc. were discussed. Indirect costs including staffing, services, utilities associated with programs, supplies and board expenses were discussed. Capital facility costs were discussed. District categories of service including board directed activities, classes for all ages, committee support, community events, concessions, excursions, inclusion services, monitored drop in access to indoor facility amenities, non-monitored activities such as parks, preschool and youth day camps, full and part time preschool, adult recreation team sports, in district rentals, out of district and commercial rentals, school age care programs, specialty camps, specialty events, and youth sports leagues were discussed. Pyramid and proposed changes to it discussed. The board requests to see the fiscal impacts of these changes reflected during the budget process. Current approach vs. proposed approach discussed. Once adopted, this model will be implemented with the upcoming budget season.

Vice President Keefer mentioned moving the inclusion category under another category or changing it to adaptive programs. He would also like a six-month update once this model is implemented to check on what is working and what isn't. Lastly, he would like to see examples of how everything will be implemented and what will be subsidized.

President Tryens would like a meeting with board members and The Nugget editor to go over these things.

4. Out-of-District Fees, Jennifer Holland, Executive Director.....15 min.
  - a. Cover Memo

Currently, out of district fees are \$5 for a one-day program and \$10 for multi day programs which isn't financially feasible for the District. Proposed changes and potential for exceptions discussed.

Vice President Keefer would like to see a recommendation from staff at the next business meeting.

5. Other business

Executive Director Holland stated that the SDAO conference was great. She attended a board and staff interaction training and an ADA website accessibility training. She is also now also on the board of SDAO and will attend meetings four times per year. Interim Business Manager Snead is still receiving audit requests. Once their last request is complete, the board will get updated. Executive Director Holland and Facilities Coordinator Gassen met with camera company, did a walkaround of the District building and property, and will update the board at a later meeting. Outlaws Photography wants to take all new board photos which will be scheduled with everyone soon.



The SOAR Foundation will be meeting again soon. Ralph Salisbury and Bonnie Malone were receptive to Board Secretary Vasquez's inquiry about joining the foundation board. More info to come.

6. Adjourn Meeting

President Tryens adjourned the meeting at 7:20pm.

**Upcoming Meetings/Special Events:**

February 15-16, 2020	Shootout #2
February 23, 2020	Night at the Orient
February 25, 2020	Board of Directors Business Meeting

Respectfully submitted,  
Mandee Seeley, Recording Secretary  
Approved by the Board of Directors on February 25<sup>th</sup> 2020.