



FY23 BUDGET COMMITTEE MEETING MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Call the meeting to order

Meeting called to order at 4:36 p.m., by President Keefer.

No adjustments made to the agenda. Agenda approved.

Board members in attendance: Bob Keefer, board president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary, Molly Baumann, board member (via Zoom)

Board members absent: Heath Foote, vice president

Budget committee members in attendance: Michael Gray, Patti Adair, Steve Janego, Bruce Carpenter (via Zoom)

Budget committee members absent: Heather Bulloch

Staff in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Julia Conrad, program supervisor, Sarah McNeale, recording secretary

Election of Officers

Secretary Tryens nominated Patti Adair; Steve Janego seconded. Patti Adair was elected budget committee chair unanimously

Secretary Tryens nominated Steve Janego. Steve Janego was elected budget committee vice chair unanimously

FY23 budget message and presentation

Executive Director Holland thanked the board and budget committee for reviewing the budget message and binder ahead time and proceeded to present the budget message as well as the district's cost recovery methodology.

Secretary Tryens applauded the clarity offered by the budgeted cost breakdown as implemented by Executive Director Holland.

President Keefer felt it important to note efforts of staff in obtaining grants during COVID, placing the district in a better financial position going into FY23. Budget Committee Vice Chair Janego asked the return on invested time and effort required to find and obtain those grant dollars. Executive Director Holland noted that during her time with the district grant dollars, however demanding to obtain, have been essential to bridge the gap between revenue levels and expenses.

Review of proposed FY23 budget by fund

Executive Director Holland provided an overview of the general fund and the administration services department budget. This overview also included revenue and expenditure assumptions that were used to create this budget. She noted increased staffing expenditures were related to the addition of new positions to expand services, as well as a higher pay scale and COLA that we previously approved by the board of directors.

Budget Committee Chair Adair noted research on the remarkable numbers of people leaving jobs for higher pay and praised the wage increase. After some discussion regarding, employee retention, benefits, and ongoing hiring issues



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Budget Committee Vice Chair Janego asked if the district had considered putting together a perks package for prospective employees. Executive Director Holland made a note to bring idea before the board.

Secretary Tryens noted for the budget committee the high value the board places on the fiscal transparency as Executive Director Holland's budget presentation demonstrates. Budget Committee Chair Adair agreed.

Treasurer Tehan noted, for clarity, that increases in building utility costs are directly correlate with increase in in-person classes and increased building utilization.

Julia Conrad presented the Recreation Services Department and Care Services Department budget.

President Keefer asked about expected grants that were budgeted for. Executive Director Holland offered, for example, her active interest in finding grants for senior programs to alleviate barriers to participation. Budget Committee Chair Adair suggested looking into county grants for senior programs.

President Keefer noted that funds budgeted for training were another example of an employment benefit the district can take pride in. Secretary Tryens agreed adding that promoting this aspect of district employment would be beneficial.

Anticipated additions to the childcare program, and Kids Club were noted. Budget Committee Chair Adair pointed out grant opportunities that would be a good match for the district.

Treasurer Tehan noted that because pandemic-era grants that were factored into the prior year's budget, there is an apparent drop in revenue for the incoming fiscal year.

President Keefer asked if the district was utilizing any state childcare funds. Executive Director Holland stated that the district does accept third party payments from the state, however, it is highly underutilized. Secretary Tryens suggested the district host a class to connect people with information on childcare funding resources.

Executive Director Holland presented the special events department budget.

Executive Director Holland provided an overview of the special revenue fund which is the fund specifically used for district approved committees. She stated that committee income is not as high as previous years as they continue to recover from COVID impacts.

Executive Director Holland provided an overview of the capital improvement reserve fund, stating that is was developed basked on the board approved five-year capital improvement plan.

Executive Director Holland invited questions from the board.

Budget Committee Member Gray asked about HRAnswers role in determining the cost of living adjustment and about the frequency by which the board of directors' reviews financials. President Keefer explained this happens at every business meeting and a separate quarterly review is done as well.

Budget Committee Member Gray then asked for more details on the district's needs assessment. Executive Director Holland explained the purpose of the needs assessment and explained ways in which the district will be able to utilize the information.

(Member Baumann left meeting at 6:17 p.m.)



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Budget Committee Vice Chair Janego asked about a macro view of utilization and a breakdown of demographics and age of the community in the future. Executive Director Holland agreed and took note for next years budget preparation.

Receive public comment on the proposed budget

No member of the public was in attendance.

Consider approval of the proposed budget

Treasurer Tehan moved to approve the budget for the 2023 fiscal year in the amount of \$2,421,741 Budget Committee Vice Chair Janego seconded the motion. Motion carried unanimously.

Consider levy of tax rate

Treasurer Tehan moved to approve the property taxes for the 2023 fiscal year at the rate of \$0.22 per 1,000 of assessed value for the permanent rate tax levy and in the amount of \$0.15 per 1,000 for the local option tax levy. Budget Committee Member Gray seconded the motion. Motion carried unanimously.

Executive Director Holland said that a June 7th special board meeting will formally adopt the budget. The budget committee was invited to attend, however, not required

Budget Committee Member Gray and other members thanked the staff for their hard work in the creation and presentation of this budget.

Adjourn the meeting

Budget Committee Chair Adair adjourned meeting at 6:25 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by Board of Directors on July 12, 2022