



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

March 28, 2023- 5:30-7:30 p.m.

Call meeting to order

President Tehan called the meeting to order at 5:30 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer, Heath Foott, board member, Molly Baumann, board secretary (joined via Zoom at 6:30 p.m.)

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, recreation/athletic supervisor, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary

Adjustments and approval of agenda

No adjustments were made to the agenda, agenda approved.

Welcome visitors and public comment period

An email was received to the board from Marty Kaczmarek.

Receive update on Bike Park 242 revitalization project.

Executive Director Holland gave background on revitalization project and introduced Mark Moskowitz from Central Oregon Trails Alliance (COTA). Mark related staffing issues that prevented the organization from taking on the work themselves. As a result, a plan was put in place with a contractor to take on the project. Project completion date is not slated for June 30, 2023.

Executive Director Holland applauded the increase in progress made since Mark and COTA came on board. Mark took questions from the board on the plan and Executive Director Holland addressed long term maintenance requirements in addition to what support from the district will be needed going forward. The board thanked Mark for the update.

No board action needed.

Review and consider approval of consent calendar.

- December 13, 2022, special meeting minutes
- January 10, 2023, work session minutes
- January 24, 2023, business meeting minutes
- February 14, 2023, work session minutes
- January financials
- FY24 budget assumptions
- FY24 wage scale

Vice President Tryens moved to approve consent calendar. Member Foot seconded. Approved unanimously.

Receive draft February financials

Britney Steigleder, accounting clerk, presented the draft February financials to the board. Draft financials provide the board with an overview of current financials and have not yet been reviewed by Treasurer Keefer.

Of note, there is an expectation that revenues will see a jump when registration for summer programs opens. Also, an entry error resulted in Outlaw Basketball revenue being reported as Lacrosse. President Tehan thanked Britney for getting the board the needed budget information. Treasurer Keefer noted the financials are on track and where they need to be.



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No board action needed.

5 -year capital improvement plan budget discussion

The board had decided at the March 13 meeting that more discussion was needed regarding the Capital improvement plan (CIP). Executive Director Holland reminded the board that the 5-year capital improvement plan is evaluated and revised each year by staff to assess and make a plan to address safety issues, priority projects, and needed facility maintenance. As a budgeting tool it allows the board and staff to put sufficient funds in a reserve to meet future capital improvement needs. It is a process that is fairly new and still has room to improve.

Executive Director Holland expressed her desire to leave the meeting with better information or recommendations for how the board would like to see the process go in the future, including adding projects to the plan. However, she noted that major overhaul of the process would have to be outside of budget season.

Executive Director Holland answered questions regarding the presented plan. The board provided feedback on the presented draft and asked that the 5-year capital improvement plan be revised at the April business meeting.

Update on quotes for feasibility study

Executive Director Holland updated the board on the process to gather quotes for a feasibility study. At the time of the meeting, no quotes had been received. She will continue to work on gathering quotes to present to the board at the next meeting.

Consider motion to authorize executive director to sign FY23 audit engagement letter with Pauly, Rodgers, and Co.

In December 2022, the board received the fourth audit that the district has had with the auditing firm of Pauly, Rogers, and Co. Executive Director Holland reviewed with the board the history of the district's relationship with Pauly, Rogers, and Co. Executive Director Holland recommended staying with this firm and received a letter of engagement for the FY23 audit. The letter of engagement outlines the costs for the FY23 audit at \$10,950. As this amount is above the executive director's authority level, board approval is required.

Treasurer Keefer moved to authorize the executive director to sign a letter of engagement for the FY23 audit with Pauly, Rogers, and Co.; Member Foott seconded. Motion passed unanimously.

Consider motion to approve the donation of large event tent and trailer to the Sisters School District.

For approximately 10 years, the district has owned and managed the use of a large event tent that was donated to the district by the Chamber of Commerce and has been utilized by the district for key programs and special events as well as rented out to organizations who put on community events. In 2022, the district was made aware of insurance exclusions that were preventing renters from being able to provide the insurance needed to rent out this equipment. At that time, the district halted all further rentals of the tent due to the liability exposure as well as issues with its set-up and take-down.

Executive Director Holland has been working to determine an appropriate place to donate the tent. Sisters School District expressed interest in taking over the use of the tent for use as a shelter at the Wild Haven property as they begin to work to develop it as an outdoor education spot for Sisters students. They are aware of the insurance limitations.

Treasurer Keefer moved to approve the donation of large event tent and trailer to the Sisters School District with a written note that it is being given "as is" with no guarantee; Member Foott seconded. Motion passed unanimously.



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Executive director report

Executive Director Holland provided an update the elementary school property and upcoming eve

Board member updates

Board members provided update on district related matters.

Board president updates

President Tehan provided an update to the board regarding the email received by Marty Kaczmarek. She also provided an update to the board regarding a parent meeting that she and Bob Keefer had with the parents of the students who were issued a citizen's citation for careless driving on district property by Executive Director Holland. After consultation with the district's attorney and the Deschutes County Sheriff's Office, she concluded that the executive director was well within her authority and acted reasonably in calling the Deschutes County Sheriff's Office when witnessing unsafe actions in the district parking lot and subsequently issuing the citizens citation based upon the definition by the responding deputies. She recommended that no action be taken by the board to withdraw the citation and that it should be up to the court to make a final decision on the outcomes of the citation.

The board discussed the matter further in efforts to gain a consensus. Secretary Baumann expressed concerns on the matter of issuance of a citizen's citation. The conversation concluded with President Tehan asking for the district safety policy to be reviewed by staff and for staff to present recommend updates to the board in the next six months.

Treasurer Keefer moved to follow recommendations of board president; Vice President Tryens seconded. Members in favor: President Tehan, Vice President Tryens, Treasurer Keefer, and Member Foott. Member opposed: Secretary Baumann. Motion carried.

Board President Tehan also informed the board that the political action committee had been formed.

President Tehan adjourned the meeting 7:42 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 06/20/2023