



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

April 25, 2023- 4:30-6:30 p.m.

Call meeting to order

President Tehan called the meeting to order at 4:31 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Molly Baumann, board secretary, Heath Foott, board member

Board members absent: Bob Keefer, board treasurer

Staff members in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Jared Lustig, recreation and athletic supervisor, Nikki Olson, interim care supervisor, Sarah McNeale, recording secretary

No adjustments were made to the agenda. Agenda approved.

Welcome visitors

No public comments were submitted and no visitors were in attendance.

Review and consider approval of consent calendar

- February financials

Vice President Tryens moved to approve consent calendar; Secretary Baumann seconded. Motion passed unanimously.

Receive draft March financials

Britney Steigleder, accounting clerk, presented the draft March financials to the board. Draft financials provide the board with an overview of current financials and have not yet been reviewed by the financial oversight committee. Because the quarterly financials are also scheduled to be presented by Executive Director Holland and would cover many of the same topics, she opened the floor up to clarifying questions and comments before closing her presentation.

No board action needed.

Review FY23 financial report as of 3.31.23

Executive Director Holland presented the board with the fiscal year to date financial report. The report covers 73% of the budget year. She illustrated the impact of the local option levy on the budget for information purposes. She also pointed out that the district had taken on several events this year that had previously been hosted by other organizations resulting in a larger expense category for that department. Executive Director Holland answered questions regarding the report.

No board action needed.

Review and consider approval of 5-year capital improvement plan

The 5-year capital improvement plan (CIP) is updated as part of the budgeting process. When the board was presented this plan at the special board meeting in March it was requested that the board have more time to discuss the plan and projects. The first discussion occurred later that same month, but it was agreed that further conversation was needed so before presenting the plan for the board's approval, Executive Director Holland highlighted information on the process of adding projects to the plan and changes to the format that have occurred since the last presentation. There was



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

discussion about how outside projects relating to the elementary school property were to be determined and President Tehan recommended an approach similar to doing a site assessment and feasibility study in addition to gathering community input before making a final decision on which outside projects will be planned for the site. Surveys and meetings held before the school districts decision can provide some indication of the community's desires, but Vice President Tryens advocated a thorough process of inquiry and assessment involving the community before any final commitment is made.

As no action was required, the board came to a consensus that they would like broader language to be used for outside projects at the elementary school until projects have been vetted through a public engagement process and asked Executive Director Holland to bring back to the board at a later date.

Consider motion to authorize executive director to sign letter of intent for a long-term lease agreement of the Sisters Elementary School

The district has been in negotiations with the school district over the last year regarding a long-term lease for the current elementary school site. While more details need to be worked out, and a feasibility study done, Executive Director Holland proposed the district give the school district a letter of intent with the school district to solidify the process and demonstrate good faith intent.

Member Foott moved to authorize the executive director to sign letter of intent for a long-term lease agreement of the Sisters Elementary School; Vice President Tryens seconded. Motion approved unanimously.

Consider motion to approve quote to contract with Opsis for \$14,660 to conduct feasibility study

Evaluating the viability of converting the current Sisters Elementary School site into a community recreation center requires a solid understanding of the limitations and opportunities with the building so a feasibility study must be conducted. Executive Director Holland sought out quotes for a feasibility study during February and March. The only quote that was returned was from Opsis for \$14,660. Other vendors either declined to quote or did not reply to the district's request for a bid. Some discussion of what would be provided for the fee.

This quote exceeds the executive director's purchase authority, so board approval is required.

Vice President Tryens moved to approve quote contract with Opsis for \$14,660 to conduct feasibility study of the Sisters Elementary School; Member Foott seconded. Motion passed unanimously.

Executive director report

Executive Director Holland reminded the board of the upcoming budget committee orientation, and to 25th anniversary of the district formation.

Board member updates

Board members provided updates on district related items.

Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by Board of Directors on 06/20/2023