



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

June 20, 2023- 4:30-6:30 p.m.

Call meeting to order

President Tehan called the meeting to order at 4:30 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer

Board members absent: Molly Baumann, board secretary, Heath Foott, board member

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

No adjustments were made to the agenda.

Welcome visitors

President Tehan welcomed Kerry Prosser and Doug Hull from the Lacrosse Committee. No public comments submitted.

Update on Lacrosse Committee

Kerry Prosser and Doug Hull provided a brief update to the board regarding changes in committee leadership and the current evaluation on the future of the Lacrosse Committee. The board followed up with questions. The Lacrosse Committee is slated to come back to the board in September with another update.

Discuss potential use of city owned facility

Executive Director Holland presented information to the board around the potential lease of a city owned facility. Kerry Prosser, city employee, was present to answer questions. The board discussed the matter and ultimately decided to pass on the opportunity due to staff capacity and timing. The board thanked the city for ongoing partnerships and for thinking of the district for this opportunity.

Consider approval of consent calendar

- March 13, 2023, Special Meeting Minutes
- March 28, 2023, Business Meeting Minutes
- April 25, 2023, Business Meeting Minutes
- May 25, 2023, Special Meeting Minutes
- May 30, 2023, Budget Committee Meeting Minutes
- March financials

Treasurer Keefer moved to approve the consent calendar. Vice President Tryens seconded. Motion passed unanimously.

Receive draft April and May financials

Britney Steigleder, accounting clerk, presented the draft April and May financials to the board. Draft financials provide the board with an overview of the district's financial situation and have been reviewed by the financial oversight committee but will not be approved by the board until the next meeting. President Tehan noted that the district remains in good financial position.



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No board action needed.

FY24 budget adoption

The budget committee met on May 30th, 2023, to hear the budget message and consider approval of the proposed FY24 budget. The budget committee approved the budget with minor modifications.

President Tehan opened the public hearing at 5:05 p.m. No visitors were present, and no comments were submitted.

The public hearing closed at 5:06 p.m.

Treasurer Keefer moved to approve resolution 2023-04, adopting the FY24 Sisters Park & Recreation District budget in the amount of \$3,003,902 imposing a permanent tax rate of \$0.22/1,000 of assessed value and a local option levy tax rate of \$0.15/1,000 of assessed value. Vice President Tryens seconded. Motion passed unanimously.

Consider approval of a \$100,000 transfer from the General Fund to the Capital Improvement Fund

The adopted FY23 budget appropriated \$100,000 in Interfund Transfers from the General Fund to the Capital Improvement Reserve Fund. As the fiscal year is coming to an end and the local option levy was renewed, staff are seeking approval to make this transfer.

Vice President Tryens moved to approve \$100,000 transfer from the General Fund to the Capital Improvement Fund. Secretary Keefer seconded. Motion passed unanimously.

Consider motion to approve authorization of payment of \$11,407.03 from Committee Partner Revenue Fund to General Fund to for May 31, 2023, payroll

With the May 31st payroll, the district paid a total of \$10,361.80 for salaries, \$947.68 in payroll taxes and \$97.55 in payroll processing fees on the lacrosse committee's behalf.

Vice President Tryens moved to approve the authorization of payment of \$11,407.03 from Committee Partner Revenue Fund to General Fund for May 31, 2023, payroll. Treasurer Keefer seconded. Motion passed unanimously.

Consider motion to approve the executive director to sign lease with Sisters Community Church for Education and Recreation Annex for the term of one year at \$2,750 a month

The district has a year-to-year lease with Sisters Community Church for the Education & Recreation Annex. The facility houses district programs including preschool, Kids Club, youth athletics, and drop-in court sports. The current lease term is set to expire on June 30, 2023. The lease renewal includes a rent increase of \$250/month to account for inflation. This amount was budgeted for in the FY24 budget process. Vice President requested language be added to the lease adding the option for a month-to-month lease after the new term is up, depending on the needs of the district at that time given the pending move to the elementary school.

Vice President Tryens moved to approve executive director to sign lease with Sisters Community Church for Education and Recreation Annex for the term of one year at \$2,750 a month with updated language. President Keefer seconded. Motion passed unanimously.

Consider motion to approval updated capitalization policy.

The district's current capitalization policy states that the district will capitalize and depreciate assets greater than \$3,000 with a useful life beyond five years. The auditor has recommended that the district increase the amount from \$3,000 to \$5,000 to align with best practices. The updated policy language was presented to the board for review.



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Treasurer Keefer moved to approve of updated capitalization policy as presented. Vice President Tryens seconded. Motion passed unanimously.

Executive director report

Executive Director Holland provided a verbal update to the board.

Board member updates

Board members gave updates on items related to the district.

Board president updates

President Tehan thanked staff for work on local option levy.

President Tehan adjourned the meeting at 5:52 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the board of directors on 07/18/2023