



## BOARD OF DIRECTORS BUSINESS MEETING AGENDA

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

July 18, 2023- 4:30-6:30 p.m.

### Call meeting to order

Vice President Tryens 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, Heath Foott, board member, Molly Baumann, board secretary, joined via Zoom.

Staff members in attendance: Jennifer Holland, executive director, Jared Lustig, recreation/ athletic supervisor, Nikki Olson, care supervisor, Sarah McNeale, recording secretary.

### Adjustments and approval of agenda

Reelected board members Heath Foott and Peggy Tehan were sworn in by Executive Director Holland.

No other adjustments to the agenda were made.

### Welcome visitors.

President Tehan welcomed Mark Stoller from Opsis Architecture. No public comments submitted.

### Feasibility study presentation

Mark Stoller of Opsis Architecture joined via Zoom to present the results of the feasibility study conducted on behalf of the district to evaluate repurposing the current Sisters Elementary School site into a community recreation center. The presentation outlined proposed changes to site prior to move-in and in the next few years. The plan also included associated estimates of costs and an estimated timeline.

### Items of note:

- Building codes determine much of needed modifications, specifically bathroom and parking codes, however, can move in and use building as-is without triggering the code upgrade requirements.
- The school was built in the 1970's. Site is well maintained and organized with large open spaces. Diagram of property shows future round about current parking areas.
- Hazardous materials inspection may need to be done or request a report from building owner.
- Likely will not comply with current seismic requirements, however, is solidly built. Seismic upgrades will not be required unless major renovations are done.
- ADA compliant restrooms are not required for move-in but are highly recommended.

Clarifying questions asked by board members were addressed, and Executive Director Holland discussed funding possibilities. Board members expressed consensus on moving forward with information gathering and refining needs, costs ect. Executive Director Holland also touched upon the next steps.

\*\* a calculation error of soft costs made in the report by Opsis was noted by board and will be corrected\*\*

The board thanked Mark and he left the meeting.



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### **Consider motion to accept results of May 16, 2023 election**

On May 16, 2023, Deschutes County held an election. Sisters Park & Recreation District had two board seats on the ballot as well as the renewal of the local option levy. Heath Foott, and Peggy Tehan both won reelection to their positions and the local option levy was renewed. Results have been certified by the county on June 8<sup>th</sup>, 2023.

*Vice President Tryens moved to accept Deschutes County election results electing Heath Foott to position 4, Peggy Tehan to position 5 of Sisters Park & Recreation District Board of Directors and accept the renewal of the local option levy. Secretary Bauman seconded; motion approved unanimously.*

### **Election of board officers**

At the first business meeting of the new fiscal year, the board of directors holds officer elections. Board members elected to an officer role will hold position for FY24. Board President Tehan opened nominations.

*Treasurer Keefer moved to retain the current slate of officers in their current positions for the next fiscal year 2024. Vice president Tryens seconded; motion approved unanimously.*

### **Consider approving Resolution 2024-01 which establishes the annual procedures for Sisters Park & Recreation District**

At the beginning of each new fiscal year, the board of directors establishes the annual procedures for the upcoming year. These annual procedures set up specific designations, authorizations, and meeting schedules. There was a discussion of combining work sessions and business meetings when possible and set meeting time at 4pm to reduce potential schedule conflicts without impeding public participation.

*Treasurer Keefer moved to approve resolution 2024-01, establishing annual procedures of Sisters Park & Recreation District; Member Foott seconded; motion approved unanimously.*

### **Review and consider approval of consent calendar.**

- February 28, 2023, business meeting minutes
- June 20, 2023, special meeting minutes
- April and May financials

*Vice President Tryens moved to approve the consent calendar. Treasurer Keefer seconded; motion approved unanimously.*

Member Foott left the meeting at 6:05 p.m.

### **Receive draft June financials.**

Executive Director Holland presented the draft June financials to the board. They are an overview of the district's financial situation and have not been reviewed by the financial oversight committee. Treasurer Keefer and President Tehan applauded staff on an excellent job.

*No board action needed.*



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### **Year-end financial report**

Executive Director Holland presented the FY23 year-end financial report recapping the budget year with financials for all funds as well as year-to-date scholarship allocation and utilization. As the month end process has not been completed for June 2023, this report is presented to the board in draft form.

### **Draft policy review and consideration of approving resolution 2024-02 adopting Paid Leave Oregon policy.**

Executive Director Holland offered to move the paid leave policy discussion to the next board meeting, advising the board that action would be necessary at the next board meeting. The board agreed to postpone the conversation to the August board meeting.

### **Executive Director report**

Executive Director Holland gave updates on items pertaining to the district.

### **Board member updates**

Board members provided updates regarding district matters.

### **Other business**

None

President Tehan adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the board of directors on 08/15/2023