

January 30, 2024

Call meeting to order

President Tehan called the meeting to order at 4:02 p.m.

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

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, recreation/athletic supervisor, Britney Steigleder, accounting clerk.

Adjustments and approval of agenda

No adjustments were made to the agenda. Agenda approved

Welcome visitors and read submitted comments

President Tehan welcomed visitors. No comments submitted.

Receive and consider approval of final conceptual plan

Executive Director Holland reminded the board and visitors of the background of the conceptual design process, including the updated ODOT roundabout boundaries and the impact upon the final design being presented. She emphasized the early stages of the project, and the design will likely be adjusted as more information is gathered on site location.

David Dougherty, of DLA Design then joined via Zoom and presented the conceptual plan for consideration. Afterward, President Tehan opened the meeting to board questions and discussion, and staff offered insight on the reasoning behind necessary changes and gave their recommendation to approve the final conceptual plan. Secretary Baumann brought up concerns with the new location of the playground, indicating that there is a limited line of sight for parents who have kids in different areas of the park. Vice President Tryens brought up concerns with the new location of the pickleball courts as they were not moved west at all as previously requested by the board. Executive Director Holland addressed these concerns and reminded the board that there are tradeoffs that need to be made with the site given existing site conditions, and the updated ODOT property line. President Tehan thanked David Dougherty and reiterated that the plan was still in its conceptual stage before inviting a motion from the board.

Member Foott moved to approve the conceptual plan as presented by DLA designs and staff. Treasurer Keefer seconded; motion carried with the following vote:

Votes in support:

- *Peggy Tehan*
- *Heath Foott*
- *Bob Keefer*

Votes against:

- *Molly Baumann*

Jeff Tryens abstained

Review and consider approval of consent calendar

- December 12, 2023, business meeting minutes
- January 16, 2024, special meeting minutes



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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- October and November financials

President Tehan noted for the record that October financials had been part of a previously approved consent calendar; however, that was in error as they had not been reviewed at that time which is why they were placed on the consent calendar again for this month.

Treasurer Keefer moved to approve the consent calendar and amend minutes for 12/12/2023 meeting. Member Foott seconded; motion approved unanimously.

Receive draft December financials

Britney Steigleder, accounting clerk, presented the draft December financials to the board. Clarifying questions were asked about the budget and procedures.

No board action needed.

Receive midyear financial reports

Executive Director Holland presented the financials for the first 6 months of the fiscal year with projections for the remainder of the fiscal year. She remarked upon items of note and took clarifying questions from the board. She also clarified some of the processes involved in setting budgetary goals, projections, and decisions on fee adjustments.

No board action needed.

Vice President Tryens left the meeting at 5:15 p.m.

Consider motion to approve authorization of payment of \$25,917.16 from General Fund to Special Revenue Fund for reimbursement of November & December committee income

Accounting clerk Britney Steigleder requested approval for a transfer of \$25,917.16 from General Fund checking to Special Revenue Fund. This was activity registration income received in November & December 2023, and payable to the Outlaw Basketball committee.

Member Foott moved to approve the authorization of payment of \$25,917.16 from General Fund to Special Revenue Fund for reimbursement of November & December committee income as presented. Secretary Baumann seconded; motion approved unanimously.

Treasurer Keefer proposed utilizing the consent calendar to authorize budget transfers of this type. A consensus was reached agreeing that fund transfer requests could be placed on the consent calendar to expedite the process without inhibiting transparency.

Consider motion to approve authorization of payment of \$22,610 to Special Districts Insurance Services (SDIS) for annual liability and property insurance.

Secretary Baumann moved to approve authorization of payment of \$22,610 to Special Districts Insurance Services (SDIS) for annual liability and property insurance. Treasurer Keefer seconded; motion approved unanimously.



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Receive update on SPRD committees

Executive Director Holland presented a plan for restructuring district relationships with SPRD committees to address potential liability exposure for the district. She sought consensus from the board on the final plan and implementation. Board members asked for clarification on aspects of the proposed changes and sought input from the former Outlaw Basketball Committee chair Rand Runco, who was in attendance as an observer. The board supported the proposed timeline and requested that the committees be made aware of the district gratitude and goal of continuing to work together to serve Sisters.

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 6:15 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the board of directors on 04/23/2024