



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

February 27, 2024

President Tehan called the meeting to order at 4:00 p.m.

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

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

Adjustments and approval of agenda

No adjustments were made to the agenda.

Welcome visitors

President Tehan welcomed Jordan Wheeler, Sisters City Manager. No comments submitted.

Receive City of Sisters update

Jordan Wheeler, City Manager for the City of Sisters joined to share with the board updates on city projects pertinent to the park and recreation district, including the ODOT roundabout project.

Secretary Baumann joined the meeting at 4:11 p.m.

Receive and accept FY23 audit

Executive Director Holland introduced Nicole Darcy and Tracy Jones of Pauly, Rogers and Co., P.C. who joined via Zoom to present the results of the FY23 audit. The audit found that there were no material misstatements in district financials and issued an unmodified clean opinion. There was no management letter, no significant deficiencies, and no material weaknesses.

As in the prior year's audit, Nicole noted a recommended best practice for the district would be to move away from using QuickBooks accounting software. However, President Tehan noted the small size of the district and associated expense of such a move makes that impractical, so Nicole recommended reviewing the audit tracker monthly and documenting those reviews. Staff stated that the audit tracker is reviewed with the financial oversight committee on a quarterly basis. After comments and clarifying questions were asked by board members, President Tehan thanked Nicole and Tracy for delivering the report.

Vice president Tryens moved to accept the results of the FY23 audit. Member Foot seconded; Motion passed unanimously.

Review and consider approval of consent calendar

- December financials

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

Receive draft January financials

Britney Steigleder, accounting clerk, presented the draft January financials to the board. She noted the inclusion of budgetary goals as a point of reporting which gives the board a distinct measure of the financial strength of the district.

No board action needed.



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Consider motion to approve the authorization of payment of \$10,336 from the committee's special revenue fund to Stan's Officiating Service LLC.

Growth in the Sisters Shootout basketball tournament put on by SPRD and organized by the Outlaw Basketball committee resulted in a larger than usual expense for the hiring of officials for the games. Britney Steigleder, accounting clerk, presented the invoice, which exceeds the executive director's approval authority, to the board for approval.

Member Foott moved to approve the authorization of payment of \$10,336 from the committee's special revenue fund to Stan's Officiating Service LLC. Secretary Baumann seconded; motion passed unanimously.

Consider motion to approve change order from Pinnacle Architecture Inc. for parking and code analysis not listed in the RFP in the amount of \$4,500

SPRD hired Pinnacle Architecture to develop construction drawings and a bid packet for site improvements identified in the feasibility study of the elementary school site. During this process, they have determined that the feasibility study did not sufficiently verify code compliance with the City of Sisters and further code analysis will be needed concerning parking and occupancy. Executive Director Holland sought board approval for the change order because this is outside the scope of the original RFP.

Vice President Tryens moved to approve change order from Pinnacle Architecture Inc. for parking and code analysis not listed in the RFP for \$4,500. Secretary Baumann seconded; Motion passed unanimously.

Receive draft FY25 budget assumptions, CIP five-year plan, and wage scale

Executive Director Holland presented the budget assumptions with anticipated revenues and expenditures which will influence what the proposed FY25 budget will look like when presented to the board. Additionally, she included the draft FY25 wage scale, and FY25 5-year CIP project schedule with cash flow. She took input and answered questions from the board.

No board action needed.

Member Foott left the meeting at 5:43 p.m.

Receive update on community recreation center progress and timeline

Executive Director Holland updated the board on the progress of the Sisters Elementary School lease and the next steps in the process illustrated with a draft project timeline. She next took questions and comments from the board providing clarity where possible.

Treasurer Keefer left the meeting at 6:19 p.m.

Executive Director report

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

Board president updates

President Tehan gave updates on district and community matters.

Other business

None



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President Tehan adjourned the meeting at 6:21 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary.

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