

Tuesday, May 14, 2024

Call the meeting to order

Meeting called to order at 4:02 p.m., by President Tehan.

No adjustments made to the agenda. Agenda approved.

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

Budget committee (citizen) members in attendance: Michael Gray, Heather Bulloch

Board members absent: Molly Baumann, board secretary

Budget committee (citizen) members absent: Bruce Carpenter, Autumn Davis, Frank Shirley

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

Election of Officers

Vice President Tryens nominated Michael Gray to be budget committee chair and Heather Bulloch to be vice chair; Treasurer Keefer seconded; Motion approved unanimously.

Chairperson Gray commended staff on budget materials provided and their prompt response to the questions that he submitted before turning the meeting over to Executive Director Holland.

FY25 budget message and presentation

Executive Director Holland reviewed the budget presentation and approval processes for the budget committee before presenting the proposed FY25 budget. In the budget message, Executive Director Holland outlined key areas of focus for the district:

- Make decisions based upon sound metrics, while bearing in mind the wishes of the people of Sisters
- Further foster relationships with organizations in our community.
- Honor commitments made through the local option level
- Utilize cost recovery methodology to meet fee revenue expectations
- Continue to focus on supporting staff

Next, she reviewed the proposed budget by fund, answering questions as they were posed and pointing out noteworthy items in each area.

Review of proposed FY25 budget by fund

General Fund

- The General Fund is houses the majority of district operations are housed
- The four departments making up the General Fund were reviewed

Capital Improvement Reserve Fund

- This fund encompasses all capital equipment and improvement slated for the year and is tied to a five-year capital improvement plan schedule
- The fund was reviewed and key projects were discussed



FY25 BUDGET COMMITTEE MEETING MINUTES

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- Staff stated that they will develop a recommendation to the board for a target beginning fund balance for this fund in future years

Special Revenue Fund

- This fund houses all district approved committees
- Jennifer explained that these committees are shifting to a new structure which will result in the fund being closed in FY25

Receive public comment on the proposed budget

No public comment was received.

Consider approval of the proposed budget

President Tehan moved to have the budget committee of Sisters Park & Recreation District approve the budget for the 2025 fiscal year in the amount of \$3,948,033. Vice President Tryens seconded; Motion passed unanimously.

Consider levy of tax rate

President Tehan moved that the budget committee of Sisters Park & Recreation District approve property taxes for the 2025 fiscal year at the rate of \$0.22 per 1,000 of assessed value for the permanent rate tax levy and in the amount of \$0.15 per 1,000 for the local option tax levy. Vice President Tryens seconded; Motion passed unanimously.

Chairperson Gray adjourned the meeting at 5:37 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by Board of Directors on 05/28/2024