



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

May 28, 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 (arrived at 4:26 p.m.), Bob Keefer, board treasurer, Heath Foott, board member

Board member absent: Molly Baumann, board secretary

Staff in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary

Adjustments and approval of agenda

No adjustments were made to the agenda.

Welcome visitors

No visitors nor comments submitted.

Review and consider approval of consent calendar

- March 29, 2024, special meeting minutes
- April 23, 2024, board business meeting minutes
- May 14, 2024, budget committee meeting minutes
- March financials and March audit log (deleted/voided transactions)
- Letter of Engagement for FY24 audit with Pauly, Rogers, and Co.
- Interfund transfer of \$75,000 from general fund to CIP fund
- One year extension of recreation specialty camp contracts

Executive Director Holland informed the board that, going forward, consent calendars will include an audit log for QuickBooks per the recommendation of Pauly, Rogers and Co.

Treasurer Keefer moved to approve the consent calendar. Member Foott seconded. Motion approved unanimously.

Receive draft April financials

Britney Steigleder, accounting clerk, presented the draft April financials to the board.

No board action needed.

Consider motion approve hiring Bend Heating & Sheet Metal replace broken boiler not to exceed \$15,000

Executive Director Holland addressed the need to replace one of the heating boilers at Coffield Center. Normally three informal quotes would be obtained, however, most companies in the business no longer work on oil boilers so this was not possible. She received only one quote, from Bend Heating & Sheet Metal (aka Bend Radiant Heating), in the amount of \$14,000. Because of the lack of other options, Executive Director Holland requested approval to proceed with Bend Heating and Sheet Metal to replace the broken boiler, at a cost up to, but not to exceed, \$15,000 to allow for unforeseen expenses.



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Treasurer Keefer moved to approve proceeding with Bend Heating and Sheet Metal to replace the broken boiler at a cost of, up to but not to exceed, \$15,000. Member Foott seconded. Motion passed unanimously.

Consider motion to extend lease of the Education and Recreation Annex through August 31, 2024 under the same terms and conditions of existing lease

Executive Director Holland stated that the current lease agreement for the Education and Recreation Annex needed to be extended until August 31, 2024 with the same terms and conditions and at the same monthly rental fee of \$2750 with a minimum notice of 30 days for any additional extension beyond this date.

Member Foott moved to extend the lease of the Education and Recreation Annex through August 31, 2024 under the same terms and conditions of the existing lease. Treasurer Keefer seconded. Motion approved unanimously.

Vice President Tryens joined the meeting at 4:26 p.m.

Discuss and determine the maximum budget for community recreation center remodel

In preparation for completing the bid packet for the renovation of the community center, Executive Director Holland discussed the maximum budget for the remodel. The board agreed to establishing a base budget for construction and for the staff to work with architect to determine bid alternates, portions of the project that would be bid separately from the base bid, that would not impede the operations of the district if bid alternate work was delayed due to cost.

Treasurer Keefer moved to set a construction budget cap of \$300,000 with staff working with architect to set a base bid and bid alternates to complete work as presented. Vice President Tryens seconded. Motion approved unanimously

Executive director report

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

Board member updates

Board members provided updates regarding district matters.

Board president updates

No updates given.

President Tehan adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the board of directors on 06/25/2024