



# BOARD OF DIRECTORS MEETING AGENDA

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

## August 20, 2024- 3-6 p.m.

Members of the public may attend in person or Zoom in by following this link:

<https://us02web.zoom.us/j/4594870728?pwd=YVJ0VmF0TjhLMkhtUjh0YjgzZGs0QT09&omn=82840235439>

### Work Session

3 -3:45 p.m.

Meet at new community center, 611 E. Cascade Street, for a site tour

### Business Meeting

4-6 p.m. at Coffield Center

1. Call meeting to order – Bob Keefer, board president.....1 min.
  - a. Adjustments and approval of agenda
2. Welcome visitors – Bob Keefer, board president .....5 min.
  - a. Public comment period (read any public comments submitted via email or mail)
3. Review and consider approval of consent calendar - Jennifer Holland, executive director.....5 min.
  - a. July 23, 2024, business meeting minutes
  - b. June financials and audit log
4. Receive draft July financials – Britney Steigleder, accounting clerk.....5 min.
5. Receive and consider approval of bid for remodel of community center.....30 min.
6. Consider approval of dissolution of Outlaw Basketball Committee and approve transfer of assets to new Outlaw Basketball Organization - Jennifer Holland, executive director.....10 min.
7. Executive director report – written report attached.
  - a. Volunteering at upcoming SPRD events
8. Board member updates
  - a. Executive director evaluation process
9. Board president updates
10. Other business
11. Adjourn meeting

### Upcoming meetings/important dates:

September 21, 2024	Glory Daze Car Show
September 24, 2024	Board Business Meeting
October 22, 2024	Board Work Session and Business Meeting
October 31, 2024	Downtown Truck-or-Treat
November 19, 2024	Board Business Meeting
November 30, 2024	Holiday Palooza

**Meeting date:** August 20, 2024

**Subject:** Consent calendar

**Presenter:** Jennifer Holland, executive director

**Recommended board action:** Consider approving consent calendar as presented.

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**Background:** The consent calendar allows the board of directors to group items together and approve all items in one motion. Items on the consent calendar consist of minutes, previously reviewed monthly finances, and previously discussed items. New business will not be placed on the consent calendar. Any board member may pull an item off the consent calendar and add it to the agenda for further conversation.

Below are the items in this month's consent calendar:

#### Minutes

The following minute(s) are included in this month's consent calendar and have been reviewed and edited Secretary Tryens:

- July 23, 2024, board business meeting minutes

#### Financials

Draft June financials were presented at previous board meetings. At that time, the financials had not yet been thoroughly reviewed by Board Treasurer Tehan per district internal control policy. At this time, the internal review has been completed. No major changes have occurred since the board was presented draft financials.

The monthly audit log is also included in the consent calendar. This is a report of all deleted transactions by staff with an explanation. This report has been reviewed and signed by the executive director and members of the financial oversight committee. This report is presented to the board for transparency and to comply with auditors' recommendations due to the districts continued use of QuickBooks.

**Sample board motion:** Motion to approve consent calendar.

#### **Attachment(s):**

- Minutes
- Financials



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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**July 23, 2024**

President Tehan called the meeting to order at 4:01 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer, Molly Baumann, board secretary, joined via Zoom at 4:38pm left and at 4:56 p.m.

Board members absent: Heath Foott, board member

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

### **Adjustments and approval of agenda**

Vice President Tryens asked that the election of board officers be delayed until Secretary Baumann's anticipated arrival. Attending board members agreed to the change.

No other adjustments to the agenda were made.

### **Welcome visitors**

No visitors, no public comments submitted

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

- June 25, 2024, business meeting minutes
- May financials and audit log
- FY25 board meeting schedule
- Policies: Paid Leave Oregon, Oregon Family Medical Leave Act, and Family Medical Leave Act

*Vice President Tryens moved to approve the consent calendar. Treasurer Keefer seconded. Motion carried unanimously.*

### **Receive draft June financials**

Britney Steigleder, accounting clerk, reviewed draft financials with the board, stating that there were two additional payables totaling just under \$3000 that were not included in the draft.

*No board action required*

### **Draft year-end financial and operational update**

Executive Director Holland presented the FY24 year-end financial and operational report. Since the final approval process for June 2024 has not been completed, this report is presented to the board in draft form. The board applauded the staff's ability to remain adaptable and respond to community needs.

*No board action required*



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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### **Election of board officers for FY25**

At the first business meeting of the new fiscal year, the board of directors holds officer elections. Board President Tehan called for nominations. After board discussion, a consensus was reached to nominate the following slate:

Bob Keefer, president  
Molly Baumann, vice president  
Peggy Tehan, treasurer  
Jeff Tryens, secretary

*Bob Keefer moved to approve the slate of officers as presented. Peggy Tehan seconded. Motion approved unanimously.*

*New positions take effect immediately; hence the title change in the remainder of the minutes.*

### **Consider approving Resolution 2025-01 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. Executive Director Holland suggested keeping the check signers the same for FY25 which includes Peggy Tehan, Jeff Tryens, and Bob Keefer.

*Secretary Tryens moved to approve Resolution 2025-01 which establishes the annual procedures for Sisters Park & Recreation District as presented. Treasurer Tehan seconded. Motion approved unanimously.*

### **Consider approval of executive director evaluation schedule, procedure, related documents, and updated job description**

Secretary Tryens presented the draft revised procedure and schedule for evaluating the job performance of the executive director, noting proposed changes to process and job description. Board suggestions were made including adding a notation allowing evaluators to opt out of answering specific questions.

*Treasurer Tehan moved to approve the executive director's evaluation schedule, procedure, related documents, and updated job description with noted changes. Secretary Tryens seconded. Motion approved unanimously.*

### **Discuss request from Sisters Cold Weather Shelter**

Executive Director Holland informed the board that Sharlene Weed from the Sisters Cold Weather Shelter has approached her about utilizing the new community center space for overnight shelter for the houseless population in the event of an emergency declared by the City for poor AQI and/or inclement weather. A general discussion followed with the board agreeing there is a community need for such an emergency shelter and a willingness to contribute to solving the problem. The board requested additional data on how many people might utilize this type of shelter and what other groups in the community may be better positioned to assist for this year, given the large projects facing the district. They affirmed the need for further discussion on this topic.



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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### **Consider approval of dissolution of Outlaw Basketball Committee and approve transfer of assets to new Outlaw basketball organization**

Executive Director Holland reported to the board on the progress made by the Outlaw Basketball Committee members in setting up a non-profit organization to receive the assets held in the special revenue fund to be transferred. Outlaw Basketball Committee decided to start a new 501(c)(3) entity. The new agency, Outlaw Basketball, is formed as a domestic nonprofit corporation with the State of Oregon, however, the federal government approval process could take anywhere from two weeks to six months. Executive Director Holland reported the group is in the final stages of setting up a business bank account and is requesting that the board approve its dissolution and transfer its assets to the new entity. After some discussion, the board requested additional documentation including bylaws, articles of incorporation, and a certificate of insurance before it could consider transferring the funds.

### **Executive director report**

Executive Director Holland informed the board that the remodel project for the new community center has gone out to bid with pre-bid walkthrough scheduled. She said the board can expect a proposal for review and approval at the August meeting with construction hopefully to begin September or October.

Additionally, she noted that the Local Government Grant Program presentation has been made for the community park with a decision expected by the end of September.

**President Keefer adjourned meeting at 6:10 p.m.**

**Respectfully submitted by**

**Sarah McNeale, Recording Secretary, on xx/xx/2024**



# Sisters Park & Recreation District

## Balance Sheet

As of June 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
0-00010 SPRD FIB CHECKING	105,737.53
0-00012 CAPITAL IMPROVEMENT	9,730.26
0-00013 LGIP General Fund	416,573.63
0-00014 LGIP Capital Improvement Fund	222,497.37
0-00020 COMMITTEE FIB CHECKING	76,030.96
0-00030 SPRD FIB MONEY MARKET	50,395.76
0-00040 Petty cash	150.00
0-00060 Front desk cash drawer	120.00
<b>Total Bank Accounts</b>	<b>\$881,235.51</b>
Other Current Assets	
0-12100 Prepaid expenses	10,962.00
0-13100 Property taxes receivable	10,159.61
<b>Total Other Current Assets</b>	<b>\$21,121.61</b>
<b>Total Current Assets</b>	<b>\$902,357.12</b>
<b>TOTAL ASSETS</b>	<b>\$902,357.12</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$16,803.24
Other Current Liabilities	
0-00600 Payroll liabilities	-1.88
0-00800 Credit Bal. Control - Rec Trac	
0-00900 Deferred Prop Tax Revenues	7,201.95
<b>Total Other Current Liabilities</b>	<b>\$15,366.56</b>
<b>Total Current Liabilities</b>	<b>\$32,169.80</b>
<b>Total Liabilities</b>	<b>\$32,169.80</b>
Equity	
31000 Beginning Fund Balance	593,919.59
31100 Committee Reserve Fund	66,704.00
31200 Capital Improvement ReserveFund	242,400.00
32000 Retained Earnings	0.00
Net Income	-32,836.27
<b>Total Equity</b>	<b>\$870,187.32</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$902,357.12</b>

# Sisters Park & Recreation District

## FY24\_P&L

July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
<b>Income</b>					
<b>1-20000 Property Taxes</b>		0	0	0	
1-21000 Current year permanent tax	9,450	388,924	387,861	-1,063	100%
1-22000 Prior year permanent tax	327	3,611	6,000	2,389	60%
1-23000 Current year local option levy	6,576	270,621	269,074	-1,547	101%
1-24000 Prior year local option levy	227	2,480	0	-2,480	
<b>Total 1-20000 Property Taxes</b>	<b>16,579</b>	<b>665,637</b>	<b>662,935</b>	<b>-2,702</b>	<b>100%</b>
<b>1-40000 Charges for Services</b>		0	0	0	
<b>Total 1-41000 Recreation Services Department</b>	<b>15,988</b>	<b>160,457</b>	<b>233,930</b>	<b>73,473</b>	<b>69%</b>
<b>Total 1-42000 Care Services Department</b>	<b>20,866</b>	<b>284,646</b>	<b>375,500</b>	<b>90,854</b>	<b>76%</b>
<b>Total 1-43000 Special Events Department</b>	<b>680</b>	<b>4,360</b>	<b>13,900</b>	<b>9,540</b>	<b>31%</b>
<b>Total 1-44000 Rental revenues</b>	<b>242</b>	<b>4,680</b>	<b>4,500</b>	<b>-180</b>	<b>104%</b>
<b>Total 1-45000 Committee support fees</b>	<b>3,079</b>	<b>3,079</b>	<b>10,000</b>	<b>6,921</b>	<b>31%</b>
<b>Total 1-40000 Charges for Services</b>	<b>40,854</b>	<b>457,223</b>	<b>637,830</b>	<b>180,607</b>	<b>72%</b>
<b>1-50000 Grant/Donations/Misc Income</b>		0	0	0	
<b>1-51000 Grants</b>		0	0	0	
<b>Total 1-51100 Administration</b>	<b>2,625</b>	<b>22,875</b>	<b>10,000</b>	<b>-12,875</b>	<b>229%</b>
<b>Total 1-51200 Recreation</b>	<b>0</b>	<b>5,500</b>	<b>40,000</b>	<b>34,500</b>	<b>14%</b>
<b>Total 1-51300 Care</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>0%</b>
<b>Total 1-51400 Special Events</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>-1,500</b>	
<b>Total 1-51000 Grants</b>	<b>2,625</b>	<b>29,875</b>	<b>115,000</b>	<b>85,125</b>	<b>26%</b>
<b>Total 1-52000 Scholarship Donations</b>	<b>0</b>	<b>7,345</b>	<b>10,000</b>	<b>2,655</b>	<b>73%</b>
<b>1-53000 Donations</b>	25	25	0	-25	
<b>Total 1-53100 Administration</b>	<b>10</b>	<b>510</b>	<b>2,000</b>	<b>1,490</b>	<b>26%</b>
<b>Total 1-53200 Recreation</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>100%</b>
<b>1-53300 Care</b>		0	1,500	1,500	0%
<b>Total 1-53400 Special Events</b>	<b>0</b>	<b>842</b>	<b>0</b>	<b>-842</b>	
<b>Total 1-53000 Donations</b>	<b>35</b>	<b>3,377</b>	<b>5,500</b>	<b>2,123</b>	<b>61%</b>
<b>1-54000 Sponsorships &amp; Advertising</b>		0	0	0	
<b>1-54100 Administration</b>		0	3,000	3,000	0%
<b>Total 1-54200 Recreation Programs</b>	<b>250</b>	<b>3,900</b>	<b>6,000</b>	<b>2,100</b>	<b>65%</b>
<b>Total 1-54400 Special Events</b>	<b>0</b>	<b>2,900</b>	<b>15,000</b>	<b>12,100</b>	<b>19%</b>
<b>Total 1-54000 Sponsorships &amp; Advertising</b>	<b>250</b>	<b>6,800</b>	<b>24,000</b>	<b>17,200</b>	<b>28%</b>
<b>1-55000 Reimbursements and misc revenue</b>		0	0	0	
<b>Total 1-55100 Admin Services Department</b>	<b>2,609</b>	<b>11,355</b>	<b>5,000</b>	<b>-6,355</b>	<b>227%</b>
<b>Total 1-55200 Recreation Services Department</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>-60</b>	
<b>1-55300 Care Services Department</b>		0	0	0	
<b>Total 1-55400 Special Events Department</b>	<b>0</b>	<b>1,354</b>	<b>2,000</b>	<b>646</b>	<b>68%</b>

# Sisters Park & Recreation District

## FY24\_P&L

July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
Total 1-55000 Reimbursements and misc revenue	2,609	12,769	7,000	-5,769	182%
1-56000 Bank interest	1,788	21,992	20,000	-1,992	110%
<b>Total 1-50000 Grant/Donations/Misc Income</b>	<b>7,307</b>	<b>82,158</b>	<b>181,500</b>	<b>99,342</b>	<b>45%</b>
Total 1-59000 Committee RecTrac Holding Acct	10	0	0	0	
3-30000 Interfund Transfer Income		75,000	97,500	22,500	77%
3-50000 Grants/Donations/Misc. Income		0	0	0	
3-51000 Grants		0	427,500	427,500	0%
3-53000 Donations		1,000	0	-1,000	
3-56000 Bank Interest	947	10,055	3,000	-7,055	335%
<b>Total 3-50000 Grants/Donations/Misc. Income</b>	<b>947</b>	<b>11,055</b>	<b>430,500</b>	<b>419,445</b>	<b>3%</b>
<b>Total Income</b>	<b>65,698</b>	<b>1,291,073</b>	<b>2,010,265</b>	<b>719,192</b>	<b>64%</b>
<b>Gross Profit</b>	<b>65,698</b>	<b>1,291,073</b>	<b>2,010,265</b>	<b>719,192</b>	<b>64%</b>
<b>Expenses</b>					
1-60000 PERSONNEL SERVICES		0	0	0	
Total 1-61000 Admin Services Department	20,224	216,092	251,621	35,529	86%
Total 1-62000 Recreation Services Department	14,295	179,537	237,202	57,665	76%
Total 1-63000 Care Services Department	22,802	339,268	453,517	114,249	75%
Total 1-64000 Special Events Department	-1,857	2,698	33,233	30,535	8%
<b>Total 1-60000 PERSONNEL SERVICES</b>	<b>55,464</b>	<b>737,594</b>	<b>975,573</b>	<b>237,979</b>	<b>76%</b>
1-70000 MATERIALS & SERVICES		0	0	0	
Total 1-71000 Admin Services Department	5,474	107,502	141,456	33,954	76%
Total 1-72000 Recreation Services Department	9,542	118,556	169,722	51,166	70%
Total 1-73000 Care Services Department	5,370	55,670	66,250	10,580	84%
Total 1-74000 Special Events Department	453	18,407	25,100	6,693	73%
Total 1-75000 Facilities Department	6,748	105,753	127,885	22,132	83%
<b>Total 1-70000 MATERIALS &amp; SERVICES</b>	<b>27,587</b>	<b>405,887</b>	<b>530,413</b>	<b>124,526</b>	<b>77%</b>
1-99100 SPECIAL PAYMENTS		0	0	0	
1-99110 Bonnie Malone Scholarship Fund	-271	14,778	40,000	25,222	37%
<b>Total 1-99100 SPECIAL PAYMENTS</b>	<b>-271</b>	<b>14,778</b>	<b>40,000</b>	<b>25,222</b>	<b>37%</b>
Total 1-99200 Interfund Transfers	0	75,000	75,000	0	100%
3-80000 Capital Outlay Expense		0	0	0	
3-80011 Bank Charges and Fees	0	0	0	0	
3-81000 Capital Improvements		0	657,000	657,000	0%
3-81002 Skatepark		0	0	0	
3-81004 New Community Center	3,750	49,290	0	-49,290	
<b>Total 3-81000 Capital Improvements</b>	<b>3,750</b>	<b>49,290</b>	<b>657,000</b>	<b>607,710</b>	<b>8%</b>
3-82000 Capital Equipment		50,686	60,000	9,314	84%
<b>Total 3-80000 Capital Outlay Expense</b>	<b>3,750</b>	<b>99,976</b>	<b>717,000</b>	<b>617,024</b>	<b>14%</b>



# Sisters Park & Recreation District

## FY24\_P&L

July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
<b>Total Expenses</b>	<b>86,530</b>	<b>1,333,236</b>	<b>2,337,986</b>	<b>1,004,750</b>	<b>57%</b>
<b>Net Operating Income</b>	<b>-20,833</b>	<b>-42,164</b>	<b>-327,721</b>	<b>-285,557</b>	<b>13%</b>
<b>Other Income</b>					
<b>2-40000 Charges for Committee Services</b>		0	0	0	
Total 2-40100 Outlaw Basketball Committee	0	38,029	40,000	1,971	95%
Total 2-40200 Outlaw Lacrosse Committee	0	-850	13,500	14,350	-6%
Total 2-40300 Outlaw Volleyball Committee	0	5,300	10,250	4,950	52%
Total 2-40400 Sisters Country Pickleball Club	925	7,168	7,900	732	91%
<b>Total 2-40000 Charges for Committee Services</b>	<b>925</b>	<b>49,647</b>	<b>71,650</b>	<b>22,003</b>	<b>69%</b>
<b>2-50000 Grants/Donations/Misc.</b>		0	0	0	
Total 2-50100 Outlaw Basketball Committee	0	17,207	30,000	12,793	57%
Total 2-50200 Outlaw Lacrosse Committee	0	1,494	10,000	8,506	15%
Total 2-50400 Sisters Country Pickleball Club	0	0	22,500	22,500	0%
Total 2-50800 Astronomy Club Committee	0	980	1,000	20	98%
Total 2-51100 Sisters Labyrinth Committee	0	540	5,350	4,810	10%
<b>2-59000 Miscellaneous/General</b>	3	37	0	-37	
<b>Total 2-50000 Grants/Donations/Misc.</b>	<b>3</b>	<b>20,258</b>	<b>68,850</b>	<b>48,592</b>	<b>29%</b>
<b>Total Other Income</b>	<b>928</b>	<b>69,905</b>	<b>140,500</b>	<b>70,595</b>	<b>50%</b>
<b>Other Expenses</b>					
<b>2-60000 PERSONNEL SERVICES-SRF</b>		0	0	0	
Total 2-60100 Outlaw Basketball Committee	110	13,420	16,100	2,680	83%
Total 2-60200 Outlaw Lacrosse Committee	0	28	10,479	10,451	0%
Total 2-60300 Outlaw Volleyball Club	0	28	2,587	2,559	1%
<b>Total 2-60000 PERSONNEL SERVICES-SRF</b>	<b>110</b>	<b>13,476</b>	<b>29,166</b>	<b>15,690</b>	<b>46%</b>
<b>2-70000 MATERIALS &amp; SERVICES-SRF</b>		0	0	0	
Total 2-70100 Outlaw Basketball Committee	2,250	37,343	70,355	33,012	53%
Total 2-70200 Outlaw Lacrosse Committee	0	0	13,050	13,050	0%
Total 2-70300 Outlaw Volleyball Club	511	3,166	3,620	454	87%
Total 2-70400 Sisters Country Pickleball Club	2,438	4,778	3,700	-1,078	129%
Total 2-70800 Astronomy Club Committee	90	160	550	390	29%
Total 2-71100 Sisters Labyrinth Committee	100	570	360	-210	158%
<b>2-79900 Miscalleneous/All Committee exp</b>		85	1,000	915	9%
<b>Total 2-70000 MATERIALS &amp; SERVICES-SRF</b>	<b>5,389</b>	<b>46,102</b>	<b>92,635</b>	<b>46,533</b>	<b>50%</b>
<b>Total 2-80000 CAPITAL OUTLAY-SRF</b>	<b>0</b>	<b>0</b>	<b>26,500</b>	<b>26,500</b>	<b>0%</b>
<b>2-90000 Special Payments - Committees</b>		0	0	0	
2-90800 Astronomy Club Student Scholarship		1,000	1,000	0	100%
<b>Total 2-90000 Special Payments - Committees</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>100%</b>
<b>Total Other Expenses</b>	<b>5,499</b>	<b>60,578</b>	<b>149,301</b>	<b>88,723</b>	<b>41%</b>

**Sisters Park & Recreation District**  
**FY24\_P&L**  
 July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
<b>Net Other Income</b>	-4,571	9,327	-8,801	-18,128	-106%
<b>Net Income</b>	-25,404	-32,836	-336,522	-303,686	10%

Wednesday, Aug 14, 2024 10:17:43 AM GMT-7 - Accrual Basis



SPRD Audit Log

Report Date: 5/1-5/31/2024 6/1/2024-6/30/2024

Date Changed	User	Event	Reason
Jun 24, 2024, 1:05 pm	Britney Steigleder	Deleted Bill to Verizon Wireless for \$268.58	Payment Never Received by Verizon.
Jun 24, 2024, 12:52 pm P	Britney Steigleder	Voided Bill Payment (Check) No. 9936 to Verizon Wireless for \$0.00	When issuing new payment didn't edit previous payment just created a new bill.
Jun 18, 2024, 10:52 am P	Britney Steigleder	Deleted Bill to Hoyt's Hardware & Building Supply, Inc for \$110.46	Stop payment issued for check through First Interstate Bank
Jun 18, 2024, 10:51 am P	Britney Steigleder	Deleted Bill Payment (Check) No. 10012 to Hoyt's Hardware & Building Supply, Inc for \$220.92	Invoice entered twice
Jun 5, 2024, 11:06 am	Britney Steigleder	Deleted Journal Entry No. FY24_ME-30	Check issued for bill above that was entered twice. Checked voided and new check issued for correct amount of \$110.46
			Employee Entry error when reconciling the household credit account

*Handwritten notes:*  
 Deleted 7/15/24  
 7/18/24  
 [Signature]  
 [Signature]  
 [Signature]

**Meeting date:** August 20, 2024

**Subject:** July 2024 draft financials

**Presenter:** Britney Steigleder, accounting clerk

**Board action:** Receive draft financials

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**Background:** The items presented in this packet are in draft form. They have not been finalized or reviewed and discussed with Board Treasurer Tehan. Presenting draft financials allows for the board to have up-to-date financial situational awareness. The numbers and percentages on the profit and loss (P & L) and balance sheet include payroll and retirement contributions.

Reports in this packet:

1. Subject month balance sheet (draft)
2. Subject month board financial summaries (draft)
  - a. Collapsed to show revenues and expenses at the program category level

**Items of note:**

Balance Sheet:

In July, the district received two donations. A pickleball donation for \$333,000 and a \$25,000 donation for a preschool playground. These donations are shown on the balance sheet as deferred revenue since the funds will be spent only as designated.

General Fund:

Revenues

- Charges for services – Includes registration fees, rentals, and committee charges.
  - The district received \$36,619 in this category for the month.

Expenditures

- Personnel services
  - The district paid out \$69,180 payroll in the subject month. The category is increased in July from prior month due to staffing for summer programs as well as the budgeted COLA increase for FY25.
- Materials and services
  - The district spent \$35,153 on materials and services in the subject month. The category is under the budget goal for the month.

Cash Flow:

Included is an updated cash flow. This helps the board see where the district anticipates being financially in the next few months due to projected expenses and revenues.

**Board action:** No action is required.

**Attachments**

- Supporting documents



# Sisters Park & Recreation District

Balance Sheet  
As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
0-00010 SPRD FIB CHECKING	49,776.57
0-00012 CAPITAL IMPROVEMENT	13,980.26
0-00013 LGIP General Fund	416,573.63
0-00014 LGIP Capital Improvement Fund	572,497.37
0-00020 COMMITTEE FIB CHECKING	76,030.96
0-00030 SPRD FIB MONEY MARKET	50,395.76
0-00040 Petty cash	150.00
0-00060 Front desk cash drawer	120.00
0-00090 Manual net checks	625.00
<b>Total Bank Accounts</b>	<b>\$1,180,149.55</b>
Other Current Assets	
0-12100 Prepaid expenses	10,962.00
0-13100 Property taxes receivable	10,159.61
<b>Total Other Current Assets</b>	<b>\$21,121.61</b>
<b>Total Current Assets</b>	<b>\$1,201,271.16</b>
<b>TOTAL ASSETS</b>	<b>\$1,201,271.16</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	<b>\$24,936.36</b>
Other Current Liabilities	
0-00300 Deferred Revenue	
0-00301 Pickleball Donation	333,000.00
0-00302 Playground Donation	25,000.00
<b>Total 0-00300 Deferred Revenue</b>	<b>358,000.00</b>
0-00600 Payroll liabilities	688.12
0-00800 Credit Bal. Control - Rec Trac	9,518.19
0-00900 Deferred Prop Tax Revenues	7,201.95
<b>Total Other Current Liabilities</b>	<b>\$375,408.26</b>
<b>Total Current Liabilities</b>	<b>\$400,344.62</b>
<b>Total Liabilities</b>	<b>\$400,344.62</b>
Equity	
31000 Beginning Fund Balance	593,919.59
31100 Committee Reserve Fund	66,704.00
31200 Capital Improvement ReserveFund	242,400.00
32000 Retained Earnings	-32,836.27
Net Income	-69,260.78



# Sisters Park & Recreation District

## Balance Sheet

As of July 31, 2024

	TOTAL
Total Equity	<b>\$800,926.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,201,271.16</b>

**Sisters Park & Recreation District**  
**FY25 P&L**  
 July 2024

	Jul-24	FY25 Budget	Variance	% of Budget	Goal % of Budget
<b>Income</b>					
1-20000 Property Taxes		0	0		
1-21000 Current year permanent tax	886	407,254	406,368	0%	
1-22000 Prior year permanent tax	294	6,300	6,006	5%	
1-23000 Current year local option levy	617	282,528	281,911	0%	
1-24000 Prior year local option levy	204	0	-204		
<b>Total 1-20000 Property Taxes</b>	<b>2,000</b>	<b>696,082</b>	<b>694,082</b>	<b>0%</b>	<b>0%</b>
1-40000 Charges for Services		0	0		
<b>Total 1-41000 Recreation Services Department</b>	<b>19,246</b>	<b>316,620</b>	<b>297,374</b>	<b>6%</b>	<b>5%</b>
<b>Total 1-42000 Care Services Department</b>	<b>16,773</b>	<b>394,000</b>	<b>377,227</b>	<b>4%</b>	<b>5%</b>
<b>Total 1-43000 Special Events Department</b>	<b>520</b>	<b>4,800</b>	<b>4,280</b>	<b>11%</b>	<b>3%</b>
<b>Total 1-44000 Rental revenues</b>	<b>80</b>	<b>38,000</b>	<b>37,920</b>	<b>0%</b>	<b>0%</b>
<b>Total 1-40000 Charges for Services</b>	<b>36,619</b>	<b>753,420</b>	<b>716,801</b>	<b>5%</b>	<b>4%</b>
1-50000 Grant/Donations/Misc Income		0	0		
1-51000 Grants		0	0		
1-51100 Administration		10,000	10,000	0%	
1-51200 Recreation		5,000	5,000	0%	
1-51300 Care		5,000	5,000	0%	
1-51400 Special Events		1,250	1,250	0%	
<b>Total 1-51000 Grants</b>	<b>0</b>	<b>21,250</b>	<b>21,250</b>	<b>0%</b>	<b>0%</b>
<b>Total 1-52000 Scholarship Donations</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0%</b>	
1-53000 Donations		0	0		
<b>Total 1-53100 Administration</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0%</b>	
1-53200 Recreation		2,500	2,500	0%	
1-53300 Care		2,000	2,000	0%	
<b>Total 1-53400 Special Events</b>	<b>148</b>	<b>1,000</b>	<b>852</b>	<b>15%</b>	
<b>Total 1-53000 Donations</b>	<b>148</b>	<b>7,500</b>	<b>7,352</b>	<b>2%</b>	<b>0%</b>
1-54000 Sponsorships & Advertising		0	0		
1-54100 Administration		1,000	1,000	0%	
<b>Total 1-54200 Recreation Programs</b>	<b>1,350</b>	<b>7,500</b>	<b>6,150</b>	<b>18%</b>	
<b>Total 1-54400 Special Events</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0%</b>	
<b>Total 1-54000 Sponsorships &amp; Advertising</b>	<b>1,350</b>	<b>18,500</b>	<b>17,150</b>	<b>7%</b>	<b>25%</b>
1-55000 Reimbursements and misc revenue		0	0		
<b>Total 1-55100 Admin Services Department</b>	<b>2,570</b>	<b>7,500</b>	<b>4,930</b>	<b>34%</b>	
<b>Total 1-55000 Reimbursements and misc revenue</b>	<b>2,570</b>	<b>7,500</b>	<b>4,930</b>	<b>34%</b>	<b>8%</b>
1-56000 Bank interest		17,500	17,500	0%	
<b>Total 1-50000 Grant/Donations/Misc Income</b>	<b>4,068</b>	<b>87,250</b>	<b>83,182</b>	<b>5%</b>	
3-30000 Interfund Transfer Income		220,000	220,000	0%	

**Sisters Park & Recreation District**  
**FY25 P&L**  
 July 2024

	Jul-24	FY25 Budget	Variance	% of Budget	Goal % of Budget
3-50000 Grants/Donations/Misc. Income		0	0		
3-51000 Grants		756,628	756,628	0%	
3-53000 Donations		600,000	600,000	0%	
3-56000 Bank Interest		5,000	5,000	0%	
<b>Total 3-50000 Grants/Donations/Misc. Income</b>	<b>0</b>	<b>1,361,628</b>	<b>1,361,628</b>	<b>0%</b>	
<b>Total Income</b>	<b>42,687</b>	<b>3,118,380</b>	<b>3,075,693</b>	<b>1%</b>	
<b>Gross Profit</b>	<b>42,687</b>	<b>3,118,380</b>	<b>3,075,693</b>	<b>1%</b>	
<b>Expenses</b>					
1-60000 PERSONNEL SERVICES		0	0		
Total 1-61000 Admin Services Department	18,642	277,319	258,677	7%	8%
Total 1-62000 Recreation Services Department	20,152	196,032	175,880	10%	8%
Total 1-63000 Care Services Department	29,225	385,944	356,719	8%	8%
Total 1-64000 Special Events Department	0	2,954	2,954	0%	0%
Total 1-65000 Facilities Department	1,161	40,890	39,729	3%	
<b>Total 1-60000 PERSONNEL SERVICES</b>	<b>69,180</b>	<b>903,139</b>	<b>833,959</b>	<b>8%</b>	<b>8%</b>
1-70000 MATERIALS & SERVICES		0	0		
Total 1-71000 Admin Services Department	2,043	143,150	141,107	1%	5%
Total 1-72000 Recreation Services Department	12,383	158,088	145,705	8%	10%
Total 1-73000 Care Services Department	8,203	54,800	46,597	15%	8%
Total 1-74000 Special Events Department	1,492	22,100	20,608	7%	10%
Total 1-75000 Facilities Department	11,032	209,817	198,785	5%	
<b>Total 1-70000 MATERIALS &amp; SERVICES</b>	<b>35,153</b>	<b>587,955</b>	<b>552,802</b>	<b>6%</b>	<b>8%</b>
<b>Total 1-99100 SPECIAL PAYMENTS</b>	<b>1,978</b>	<b>25,000</b>	<b>23,022</b>	<b>8%</b>	
3-80000 Capital Outlay Expense		0	0		
3-81000 Capital Improvements		0	0		
3-81004 New Community Center	5,226	1,684,628	1,679,402	0%	
<b>Total 3-81000 Capital Improvements</b>	<b>5,226</b>	<b>1,684,628</b>	<b>1,679,402</b>	<b>0%</b>	
3-82000 Capital Equipment		9,250	9,250	0%	
<b>Total 3-80000 Capital Outlay Expense</b>	<b>5,226</b>	<b>1,693,878</b>	<b>1,688,652</b>	<b>0%</b>	
<b>Total Expenses</b>	<b>111,537</b>	<b>3,209,972</b>	<b>3,098,435</b>	<b>3%</b>	
<b>Net Operating Income</b>	<b>-68,851</b>	<b>-91,592</b>	<b>-22,741</b>	<b>75%</b>	
<b>Other Expenses</b>					
2-70000 MATERIALS & SERVICES-SRF		0	0		
2-70100 Outlaw Basketball Committee		0	0		
2-70105 Licenses and fees	375	1,500	1,125	25%	
<b>Total 2-70100 Outlaw Basketball Committee</b>	<b>375</b>	<b>1,500</b>	<b>1,125</b>	<b>25%</b>	
2-70300 Outlaw Volleyball Club		0	0		
2-70305 Licenses and fees		500	500	0%	



**Sisters Park & Recreation District**  
**FY25 P&L**  
 July 2024

	Jul-24	FY25 Budget	Variance	% of Budget	Goal % of Budget
<b>Total 2-70300 Outlaw Volleyball Club</b>	0	500	500	0%	
<b>2-70400 Sisters Country Pickleball Club</b>		0	0		
2-70405 Licenses and fees	35	1,500	1,465	2%	
2-70409 Supplies and equipment		500	500	0%	
2-70418 Rentals-facilities/equipment		500	500	0%	
<b>Total 2-70400 Sisters Country Pickleball Club</b>	35	2,500	2,465	1%	
<b>Total 2-70000 MATERIALS &amp; SERVICES-SRF</b>	410	4,500	4,090	9%	
<b>Total Other Expenses</b>	410	4,500	4,090	9%	
<b>Net Other Income</b>	-410	-4,500	-4,090	9%	
<b>Net Income</b>	-69,261	-96,092	-26,831	72%	

Wednesday, Aug 14, 2024 10:56:39 AM GMT-7 - Accrual Basis

Sisters Park & Recreation District  
**DRAFT** Cash Flow Analysis

	Draft Actuals		Estimate			
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<b>Available cash on hand GF</b>	\$ 576,474	\$ 516,828	\$ 418,071	\$ 319,719	\$ 243,220	\$ 803,633
<b>Property tax revenue:</b>	\$ 2,000	\$ 942	\$ 982	\$ 574	\$ 632,251	\$ 7,533
<b>Earned revenue:</b>	\$ 42,687	\$ 41,481	\$ 12,846	\$ 31,107	\$ 29,342	\$ 34,368
<b>Total Revenue:</b>	\$ 621,161	\$ 559,251	\$ 431,899	\$ 351,400	\$ 904,813	\$ 845,534
<b>Personnel expenses:</b>	\$ 69,180	\$ 69,180	\$ 69,180	\$ 69,180	\$ 69,180	\$ 69,180
<b>M&amp;S expenses:</b>	\$ 35,153	\$ 72,000	\$ 43,000	\$ 39,000	\$ 32,000	\$ 47,000
<b>Interfund transfer</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses:</b>	\$ 104,333	\$ 141,180	\$ 112,180	\$ 108,180	\$ 101,180	\$ 116,180
<b>Remaining funds:</b>	\$ 516,828	\$ 418,071	\$ 319,719	\$ 243,220	\$ 803,633	\$ 729,354

**Meeting date:** August 20, 2024

**Subject:** Community center remodel bid review

**Presenter:** Jennifer Holland, executive director

**Recommended board action:** Consider motion to award remodeling contract

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**Background:** On August 14, 2024, the district conducted the bid opening for the remodeling of the community center. Two bids were submitted for the base project:

- Bremik: \$391,800
- Fortress: \$411,647

In accordance with Oregon procurement law, the district is required to award the contract to the lowest responsive bidder. Bremik has been identified as the lowest responsive bidder for this project.

The bid also included a list of alternates, some of which would increase the overall cost of the project, while others would reduce it. The cost-reducing alternates are as follows:

- Removal of wall mirrors and ballet bars from the fitness room (to be outsourced by the district): (\$8,801)
- Elimination of the relocation of the bathroom door from an internal room to the hallway: (\$2,362)
- Removal of the band room from the project scope: (\$11,284)
- Elimination of minor HVAC rerouting: (\$1,500)

These elements are not essential to the operation of a functional community center and will not impact the district's ability to program the facility. By excluding these items from the project scope, the revised low bid would be \$367,853.

Staff recommends that the board proceed with the low bid and delegate authority to the executive director to negotiate with Pinnacle to further reduce the base bid to a range of \$325,000 to \$350,000 through value engineering, particularly in the areas of lighting, flooring, and other finishes.

At the board meeting, staff will provide an update on the current status of the CIP fund and budgeted CIP projects to help inform this decision.



ENHANCING LIVES AND COMMUNITIES

INTEGRITY • INNOVATION • COLLABORATION

**Bid Evaluation Sheet**

PROJECT NAME:	SISTERS RECREATION RENOVATION
PROJECT #:	2328.SRR
BID DUE:	August 14, 2024; by 3:00PM

BIDDER	Pre-Bid Meeting Attendance	Addenda #1 & #2	Bid-Bond	Prevailing Wages	First Tier Subcontractor Disclosure (by 5:00pm)	BID AMOUNT
BREMIK (2:50)	✓	✓	✓	✓		391,800
FORTRESS (2:51)	✓	✓	✓	✓		411,647



# ENHANCING LIVES AND COMMUNITIES

INTEGRITY • COLLABORATION • SOCIALLY RESPONSIBLE

## SECTION 00 41 00

### BID FORM

#### THE PROJECT AND THE PARTIES

##### 1.01 TO:

- A. Sisters Park & Recreation District (SPRD) (Owner)

##### 1.02 FOR:

- A. Project: Sisters Recreation Renovation

##### 1.03 DATE: 8/14/2024 (BIDDER TO ENTER DATE)

##### 1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name Bremik Construction, Inc.  
1. Address 1026 SE Stark Street  
2. City, State, Zip Portland, OR 97214  
3. CCB# 160383

##### 1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Pinnacle Architecture, Inc. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. THREE HUNDRED NINETY ONE EIGHT HUNDRED dollars  
(\$ 391,800), in lawful money of the United States of America.
- C. Bid Bond is required per AIA® Document A310™ – 2010 Bid Bond.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- E. All Cash Allowances described in Section 01 21 00 - Allowances are included in the Bid Sum.
- F. We are an Oregon Resident Bidder per ORS 279A.120 (Preference for Oregon goods and services);
- G. Contractor or subcontractor is licensed under ORS 468A.720 (Qualifications for license)
- H. Bidder is licensed by the Construction Contractors Board

##### 1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.
- B. The Owner retains the right to negotiated with the most economical Contractor, but does not restrict them to using said Contractor.
- C. Owner reserves the right to request additional information to verify contractor qualifications.
- D. The owner may reject a bid that does not comply with prescribed public contracting procedures and requirements, including the requirement to demonstrate the bidder's responsibility under ORS 279C.375 (Award and execution of contract) (3)(b), and may reject for good cause all bids after finding that doing so is in the public interest;
- D. Within two weeks of the bid due date the Owner will announce the preferred Contractor.

##### 1.07 CHANGES TO THE WORK

- A. See General Conditions A201.

**1.08 ADDENDA**

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.


1. Addendum # 1 Dated 8/11/2024.
2. Addendum # 2 Dated 8/21/2024.
3. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**1.09 SUB-CONTRACTORS**

A. Provide the names of the Sub-contractors that are included in the main bid, below. This does not limit the ability to negotiate with other sub-contractors if a cost savings can be found.

1. HVAC CASCADE HEATING
2. Plumbing BLACK DIAMOND
3. Electrical BEND ELECTRIC
4. Interior finishes (athletic flooring) D-LUX
5. Structural NA

**1.10 BID FORM SIGNATURE(S)**

- A. Bremik Construction, Inc.
- B. (Bidder - print the full name of your firm)
- C. was hereunto affixed in the presence of:
- D.  PRESIDENT
- E. (Authorized signing officer, Title)

SECTION 00 4323  
ALTERNATES FORM

PARTICULARS

1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) BREMIX CONSTRUCTION, INC

1.03 DATED 8/14/2024 AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST

2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES.

ALTERNATE # 1: ADD / (DEDUCT) \$ 4,592  
ALTERNATE # 2: ADD / (DEDUCT) \$ 48,408  
ALTERNATE # 3: ADD / (DEDUCT) \$ - 8,801  
ALTERNATE # 4: ADD / (DEDUCT) \$ - 2362  
ALTERNATE # 5: ADD / (DEDUCT) \$ - 11,284  
ALTERNATE # 6: ADD / (DEDUCT) \$ - 1,500  
ALTERNATE # 7: ADD / (DEDUCT) \$ 18,563  
ALTERNATE # 8: ADD / (DEDUCT) \$ 5,239

END OF SECTION



# Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*  
Bremik Construction, Inc.

1026 SE Stark St  
Portland, OR, OR 97214

**OWNER:**

*(Name, legal status and address)*

Sisters Parks and Recreation District  
1750 W. McKinney Butte Road  
Sisters, Oregon 97759

**SURETY:**

*(Name, legal status and principal place of business)*

Travelers Casualty and Surety Company of America  
One Tower Square  
Hartford, CT 06183

**BOND AMOUNT:** \$ Five Percent (5%) of Bid Amount (5%)

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Sisters Recreation Renovation  
611 E. Cascade Ave., Sisters, OR 97759  
2328.SRR

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

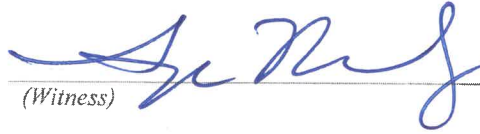
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so

Init.



furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

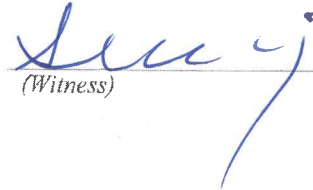
Signed and sealed this 14th day of August, 2024

  
(Witness)

Bremik Construction, Inc.  
(Contractor as Principal) (Seal)

PRESIDENT  
(Title)

Travelers Casualty and Surety Company of America  
(Surety) (Seal)

  
(Witness)

  
(Title) Tamara A. Ringeisen, Attorney-in-Fact

Init.



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**


**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Tamara A Ringeisen** of **PORTLAND**, **Oregon**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

City of Hartford ss.

By:   
 Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**



  
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **14** day of **August**, **2024**.



  
 Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**



# ENHANCING LIVES AND COMMUNITIES

INTEGRITY • COLLABORATION • SOCIALLY RESPONSIBLE

## SECTION 00 41 00

### BID FORM

#### THE PROJECT AND THE PARTIES

##### 1.01 TO:

- A. Sisters Park & Recreation District (SPRD) (Owner)

##### 1.02 FOR:

- A. Project: Sisters Recreation Renovation

##### 1.03 DATE: August 14, 2024 (BIDDER TO ENTER DATE)

##### 1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name FORTRESS GROUP INC.
  1. Address 102 E. MAIN AVE.
  2. City, State, Zip SISTERS, OR 97759
  3. CCB# 216104

##### 1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Pinnacle Architecture, Inc. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

- B. Four Hundred Eleven Thousand Six Hundred Forty-Seven +  $\frac{00}{100}$  05 dollars  
(\$ 411,647.00), in lawful money of the United States of America.

- C. Bid Bond is required per AIA® Document A310™ – 2010 Bid Bond.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- E. All Cash Allowances described in Section 01 21 00 - Allowances are included in the Bid Sum.
- F. We are an Oregon Resident Bidder per ORS 279A.120 (Preference for Oregon goods and services);
- G. Contractor or subcontractor is licensed under ORS 468A.720 (Qualifications for license)
- H. Bidder is licensed by the Construction Contractors Board

##### 1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.
- B. The Owner retains the right to negotiated with the most economical Contractor, but does not restrict them to using said Contractor.
- C. Owner reserves the right to request additional information to verify contractor qualifications.
- D. The owner may reject a bid that does not comply with prescribed public contracting procedures and requirements, including the requirement to demonstrate the bidder's responsibility under ORS 279C.375 (Award and execution of contract) (3)(b), and may reject for good cause all bids after finding that doing so is in the public interest;
- D. Within two weeks of the bid due date the Owner will announce the preferred Contractor.

##### 1.07 CHANGES TO THE WORK

- A. See General Conditions A201.



ENHANCING LIVES AND COMMUNITIES

INTEGRITY • COLLABORATION • SOCIALLY RESPONSIBLE

1.08 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
1. Addendum # 1 Dated 8/1/2024
2. Addendum # 2 Dated 8/7/2024
3. Addendum # Dated

1.09 SUB-CONTRACTORS

- A. Provide the names of the Sub-contractors that are included in the main bid, below. This does not limit the ability to negotiate with other sub-contractors if a cost savings can be found.
1. HVAC Cascade Heating
2. Plumbing Black Diamond Plumbing
3. Electrical Bend Electric
4. Interior finishes (athletic flooring) Fabulous Floors
5. Structural Fortress Group Inc.

1.10 BID FORM SIGNATURE(S)

- A. FORTRESS GROUP INC.
B. (Bidder - print the full name of your firm)
C. was hereunto affixed in the presence of:
D. [Signature]
E. (Authorized signing officer, Title)
(Vance Kotal, President)

**SECTION 00 4323  
ALTERNATES FORM**

**PARTICULARS**

1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) FORTRESS GROUP INC.

1.03 DATED August 14, 2024 AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

**ALTERNATES LIST**

2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES.

ALTERNATE # 1: ADD / (DEDUCT) \$	<u>4,196.00</u>
ALTERNATE # 2: ADD / (DEDUCT) \$	<u>18,992.00</u>
ALTERNATE # 3: ADD / (DEDUCT) \$	<u>(10,351.00)</u>
ALTERNATE # 4: ADD / (DEDUCT) \$	<u>(4,537.00)</u>
ALTERNATE # 5: ADD / (DEDUCT) \$	<u>(17,452.00)</u>
ALTERNATE # 6: ADD / (DEDUCT) \$	<u>(1,999.00)</u>
ALTERNATE # 7: ADD / (DEDUCT) \$	<u>2,349.00</u>
ALTERNATE # 8: ADD / (DEDUCT) \$	<u>3,737.00</u>

**END OF SECTION**

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, that we

**Fortress Group Inc., PO Box 2235, Redmond, OR 97756**

as Principal, hereinafter called the Principal, and

**SureTec Insurance Company, 2103 CityWest Boulevard, Suite 1300, Houston, Tx 77042**

a corporation duly organized under the laws of the State of Texas  
as Surety, hereinafter called the Surety, are held and firmly bound unto

**Sisters Park & Recreation District (SPRD), 1750 W. McKinney Butte Rd., Sisters, OR 97759**

as Obligee, hereinafter called the Obligee, in the sum of

**Five Percent of Total Amount Bid (5% of TAB)**

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, The Principal has submitted a bid for

**Sisters Recreation Renovation, 611 E Cascade Ave, Sisters, OR 97759  
2328.SRR**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 5th day of August, 2024.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
Lisa Chavez (Witness)

**Fortress Group Inc.**  
\_\_\_\_\_  
(Principal) (Seal)  
  
\_\_\_\_\_  
Vance Kotal President (Title)

**SureTec Insurance Company**  
\_\_\_\_\_  
(Surety) (Seal)  
  
\_\_\_\_\_  
Megan Ferdig (Title) Attorney-In-Fact

# JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Dawn Coyer, Richard Biggs, David Anzellotti, Megan Ferdig, Joseph Marsh, Marcia E Matsumoto

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, any Senior Vice President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 10th day of August, 2023.

SureTec Insurance Company

By: Michael C. Keimig  
Michael C. Keimig, President



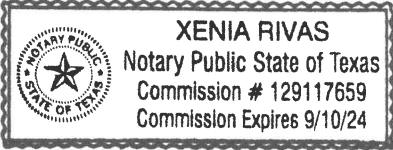
Markel Insurance Company

By: Lindey Jennings  
Lindey Jennings, Vice President

State of Texas  
County of Harris:

On this 10th day of August, 2023 A. D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.



By: Xenia Rivas  
Xenia Rivas, Notary Public  
My commission expires 9/10/2024

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 5th day of August, 2024.

SureTec Insurance Company

By: M. Brent Beaty  
M. Brent Beaty, Assistant Secretary

Markel Insurance Company

By: Andrew Marquis  
Andrew Marquis, Assistant Secretary



## COVER MEMO

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

**Meeting date:** August 20, 2024

**Subject:** District committee update

**Presenter:** Jennifer Holland, executive director

**Recommended board action:** Consider dissolution of Outlaw Basketball Committee and approval of transfer of assets to new Outlaw Basketball Organization

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**Background:** At last months' board meeting, the board considered a request to dissolve the Outlaw Basketball Committee and transfer assets to a new organization called Outlaw Basketball. After board discussion, there was a request for additional documentation from the committee including bylaws, articles of incorporation, and appropriate insurance coverage.

The committee was informed of this and has since provided a copy of the bylaws and articles of incorporation to the executive director. They are currently working on getting insurance and should have this completed by the board meeting. They have been told that they need to provide a letter from the insurance company which outlines their coverage as documentation of meeting this requirement.

Pending receipt of the insurance requirement, the only outstanding item, staff recommend approving the dissolution of this committee and transferring assets over to the new organization. Current cash assets total approximately \$44,080, minus the cost of the new insurance coverage. Additionally, staff recommend signing an agreement with the new entity that states if any new invoices are received for items relating to Outlaw Basketball Committee, that the new entity is responsible for them

**Sample board motion:** Move to approve dissolution of Outlaw Basketball Committee and approval of transfer of assets to new Outlaw Basketball Organization





August 2024

ADMINISTRATION DEPARTMENT

Finances

At the beginning of this month, we had our onsite audit visit. This process went very smoothly thanks to the hard work of Britney to ensure that the auditor had everything she needed prior to her visit. There were no significant findings and staff will continue to work closely with the auditor as they work through the next stages of the audit.

Community Center

Work has already begun on the new community center with David painting the new preschool rooms, so they are ready to go for fall classes. Jared and I are working on developing a capital improvement list for the site that will help inform the update of the CIP schedule for this next budget year. While a lot will be accomplished in the remodel, there are improvements needed throughout the building to bring the facility to our standards. Most of these improvements are surface (i.e. carpet, paintings, built-ins), however, they were not budgeted for this fiscal year. Projects will be placed on the CIP schedule based prioritization and available funding.

RECREATION DEPARTMENT

Youth Athletics/Recreation

Outlaw Adventure Trip - Tumalo Falls, 7/2	11 (FY24- 16)
Outlaw Adventure Trip - Black Butte, 7/9	Canceled (FY24- not offered)
Outlaw Adventure Trip - Rafting #1, 7/16	4 (FY24- 16)
Intro to Pump, 7/16-7/17	21 (FY24- not offered)
Youth Tennis, 7/16-8/15	38 (FY24- 33)
Outlaw Adventure Trip - Whychus Creek, 7/23	4 (FY24- not offered)
Intro to Jump, 7/23	9 (FY24- not offered)
Outlaw Adventure Trip - Rock Climbing, 7/30	4 (FY24- 14)
Happy Habits Wild Wellness Camp, 8/1-8/2	Canceled (FY24- not offered)
Happy Habits Fun & Fitness, 8/8-8/29	Canceled (FY24- 12)
Outlaw Adventure Trip - Rafting #2, 8/6	12- FULL (FY24- 16)

Specialty Camps

UK Soccer Camp #1, 7/1-7/3	55 (FY24- 40)
Advanced Wilderness Survival, 7/8-7/12	14- FULL (FY24- 14)
Fresh Eats Cooking Camp, 7/8-7/12	9 (FY23- not offered)
Seek & Survival Camp, 7/15-7/19	12 – FULL (FY24- not offered)
Tasty Bites Cooking Camp, 7/15-7/19	7 (FY24- not offered)
Fun Works STEAM with LEGO, 7/22-7/26	20- FULL (FY24- 20)
Fun Works Art Camp, 7/29-8/1	11 (FY24- 11)
Fun Works Art of Flight Camp, 7/29-8/2	6 (FY24- canceled by contractor)
UK Soccer Camp #2, 7/29-8/2	60 (FY24- 67)
Tech Explorers, 8/5-8/9	13 (FY24- not offered)
Code Camp, 8/5-8/9	10 (FY24- not offered)



## EXECUTIVE DIRECTORS REPORT

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

### **Community Sports Camps**

Outlaw Volleyball Camp, 7/29-8/2 19 (FY24- 37; camp was grade K-8 previous year and only 6-9 this year)

### **Adult Athletics/Recreation**

Group Ride - Mountain Bike 19 (FY23- 34)

Group Ride - Gravel Bike 11 (FY23- 45)

### **Older Adult/Senior Recreation (55+)**

Lunch & Learn, July 19

### **Fitness**

#### *Contract Classes - July*

Adult Ballet 20 visits; 3 classes

Barre Above 5 visits; 5 classes

#### *District Classes - July*

Fitness Punch Pass 246

Free First Class 15

Employee Visits 8

**TOTAL 269**

### **Self-Directed/Drop-In Activities**

Cribbage/Cards 16

Table Tennis 0

PreK Playtime 0

Ukulele Jam Night 8

Fitness Studio 4

Community Room 45

Cooling Shelter 3

Miscellaneous 9

**TOTAL 85**

### **Fall Youth Athletic Preview:** all registration numbers as of 8/6/2024

Flag Football, Gr. 1-4 39 (FY23- 33)

Tackle Football, Gr. 5/6 35 (FY23- 28)

Youth Soccer, Gr. K-5 221 (FY23- 197)

MS Soccer, Gr. 6-8 35 (FY23- 53)

### **CARE DEPARTMENT:** All registration numbers are as of 8/6/2024

Preschool 15

Camp Juniper 170 registrations out of 167 available spots

Camp Ponderosa 100 registrations out of 162 available spots

Playground Program 28 registered

### **2024/2025 School Year Preschool Program**

Preschool Plus 11 registrations out of 20 available spots

Part-Time Preschool 20 registrations out of 20 available spots



## EXECUTIVE DIRECTORS REPORT

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

Last month, both these programs were full based on fall commitments. We have had several people not follow through with registration due to a Waldorf Preschool remaining open in our area. Staff are working hard on promoting preschool opening and may be required to adjust staffing if registration is not increased.

### **2024/2025 Kids Club**

27 registrations out of 30 available spots