



BOARD OF DIRECTORS MEETING MINUTES

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

September 24, 2024

Call meeting to order

President Keefer called the meeting to order at 4:05 p.m.

Board members in attendance: Bob Keefer, board president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary, Heath Foott, board member, Molly Baumann, board vice president (joined 4:49 p.m. and left 5:21 p.m.)

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

Adjustments and approval of agenda

No adjustments, agenda approved

Welcome visitors

No visitors or comments submitted.

Review and consider approval of consent calendar

- August 27, 2024, work session and business meeting minutes
- July financials and audit log

Receive draft August financials

Accounting Clerk Britney Steigleder presented the August financials noting that the items presented are intended to allow the board to have up-to-date financial situational awareness and that they have not been finalized or reviewed with Board Treasurer Tehan.

No action required

Receive and consider approval of architectural services proposal for community park

Executive Director Holland presented the two bids for architecture services and project management of the community park project that were submitted in response to the request for proposal. After an internal review process, Dougherty Landscape Architects (DLA) was the firm that staff recommended to the board due to their related experience and familiarity with the project/area. Additionally, as the bids were much higher than expected, she recommended utilizing the skills of Brett Hudson, a project manager used by the school district and familiar with the site, to reduce the scope of work of DLA. She took questions and feedback from the board members. After some commentary, the board requested high/low projections and further exploration of additional funding sources.

Member Foott moved to award DLA the architecture service contract and to delegate authority to the executive director, with support from the financial oversight committee, to negotiate the price as presented. Secretary Tryens seconded; Motion approved unanimously.



BOARD OF DIRECTORS MEETING MINUTES

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

Consider motion to approve \$39,997.70 purchase for playground equipment from Northwest Playground Equipment for pre-k park at community center

Executive Director Holland briefed the board on the purchase of playground equipment for the pre-k playground at the community center preschool. This is a project outside the scope of the community park project with funding coming from a private donation. Holland broke down the timeline for the ordering and installation of the playground and her intent to utilize Brett Hudson for management of the bid process and installation of the playground equipment and fencing.

Secretary Tryens moved to approve \$39,997.70 purchase for playground equipment for from Northwest Playground Equipment for pre-k park at community center from Northwest Playground Equipment. Treasurer Tehan seconded; Motion approved unanimously.

Executive Session: In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer.

Moved into executive session at 4:48 p.m.

Left executive session at 5:21 p.m.

Coming out of executive session, President Keefer stated that the board was proud of Executive Director Holland for completing her MPA and that the board approved a one-time \$250 bonus for her efforts.

Executive director report

Executive Director Holland updated the board on matters pertaining to the district's youth athletics program specifically around concerns raised by a group of parents regarding player development for athletes of a current age, collaboration with the school district as well as potential collaboration with neighboring park and recreation districts. Additionally, she gave further updates on the community center remodeling project.

Board member updates

Board members provided updates regarding district matters.

Other business

None

President Keefer adjourned meeting at 5:16 p.m.

Respectfully submitted by

Sarah McNeale, recording secretary,

Approved on 10/22/2024