SPRD
SISTERS
Park & Recreation
DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

611 E. Cascade Ave. - PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

June 9, 2026

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

Board members in attendance: Bob Keefer, board president, Heath Foott, board vice president, Peggy Tehan, board treasurer, Katie Bunce, board secretary, Julia Sarver, board member

Staff members in attendance: Jennifer Holland, executive director, Jared Lustig, deputy director, Kelly Talerico business operations supervisor, Sarah McNeale, recording secretary

Adjustments and approval of agenda
No adjustments, agenda approved.

Before the start of business, President Keefer took a moment to have Deputy Director Lustig introduced the new Recreation/Athletic Coordinator Karly Brautigam to the board.

FY27 budget adoption
Executive Director Holland informed the board that there were no significant changes to the approved budget that was reviewed and approved by the budget committee in May; however, she did note a line item adjustment in the Administrative Department to cover nominal fees for board members to attend the SDAO conference which will be held locally and thus not require overnight stays. This is an allocation adjustment and does not change the budgeted numbers for any department.

President Keefer opened the public hearing at 4:05 p.m.

President Keefer noted no members of the public were in attendance.

President Keefer closed the public hearing at 4:06 p.m.

Treasurer Tehan moved to approve resolution 2026-03, adopting the FY27 Sisters Park & Recreation District budget in the amount of $2,067,825, imposing a permanent tax rate of $0.22/1,000 of assessed value and a local option levy tax rate of $0.15/1,000 of assessed value. Member Sarver seconded. Motion approved unanimously.

Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Katie Bunce, Julia Sarver
No votes- none

Review and consider approval of consent calendar

- April 14, 2026, board business meeting minutes
- May 12, 2026 budget committee meeting minutes

Member Sarver moved to approve the consent calendar. Secretary Bunce seconded. Motion approved unanimously.

Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Katie Bunce, Julia Sarver
No votes- none

March and April financials review and acceptance

Business Operations Supervisor Kelly Talerico presented the March and April financials for review and acceptance by the board.

Treasurer Tehan commended staff on the budget projections for program revenue which align more closely with actual revenues received than in past years. She noted that the numbers reflect the district is on the right track financially going into the final budget quarter.

Treasurer Tehan moved to accept the 2026 March and April financials. Vice President Foott seconded. Motion approved unanimously.

Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Katie Bunce, Julia Sarver
No votes- none

Consider motion to approve closing First Interstate Bank account ending in 5999

Executive Director Holland proposed to the board the closing of an unnecessary surplus checking account.

Vice President Foott moved to approve the First Interstate Bank account ending in 5999 and transfer the total remaining balance to First Interstate Bank account ending in 1390. Secretary Bunce seconded. Motion approved unanimously.

Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Katie Bunce, Julia Sarver
No votes- none

Consider motion to delegate executive director to apply for two business rewards credit cards from First Interstate Bank to replace the two existing credit cards

Executive Director Holland requested that the board delegate authority so that she can apply to upgrade the district's two credit cards to reward-earning cards. The reward-earning cards would replace the current cards and so they do not change the district's available debt ratio or negatively impact its credit rating. Afterwards, board members asked clarifying questions.

Secretary Bunce moved to delegate executive director to apply for two business rewards credit cards from First Interstate Bank to replace two existing purchases cards with existing limits in place. President Keefer seconded. Motion approved unanimously.

Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Katie Bunce, Julia Sarver
No votes- none

Consider motion to approve opening a Local Government Investment Pool account to be designated for pickleball court reserve

Executive Director Holland shared a proposal for having a designated account for the money Sisters Pickleball Club will annually contribute to pickleball court maintenance projects. A separate Local Government Investment Pool account would allow transparency for the district and the Sisters Pickleball Club, in the joint venture of financially supporting the ongoing court maintenance.

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Vice President Foott moved to approve opening a Local Government Investment Pool account to be designated for pickleball court reserve. Treasurer Tehan seconded. Motion approved unanimously.

Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Katie Bunce, Julia Sarver
No votes- none

Review timeline for district master planning process
Executive Director Holland reviewed for the board the long-term planning process and timeline. The FY27 budget includes hiring a consultant to facilitate the development of a district master plan to help identify current and future community recreation needs, assess gaps in programs/services, parks/facilities, and establish priorities for future investments. Board members asked clarifying questions and gave feedback for Executive Director Holland to consider:

- Utilization of partners
- Communities of our size to get an idea of standards/benchmark
- List of stakeholders for board
- How will this process involve stakeholders and board?
- Avoid planning paralysis

July meeting schedule and annual procedures reminder
At the first business meeting of the new fiscal year, the board of directors establishes the annual procedures for the upcoming year.

The annual procedures establish specific designations, authorizations, and meeting schedule.

Executive Director Holland reviewed these processes with the board, before answering questions and getting feedback on the board's meeting dates and times. She then pointed out for the awareness of the newer members that they will need to take into account the elected positions on the board that will need to be filled and consider how they might hope to see those duties allocated.

President Keefer suggested also reviewing contract in the future.

Member Sarver broached the subject of succession planning for board officers.

Executive director's report
Executive director commented on her written report.

Board member updates
Board members gave updates on matters pertaining to the district and the SOAR foundation.

- Secretary Bunce shared that the SOAR Foundation meeting had great energy and potential new board members.
- Member Sarver added that SOAR Foundation raised $244 at Kids Fest.
- Member Sarver stated the possibility of changing the name of the SOAR Foundation due to a great number of organizations that go by that name and the confusion it causes for potential donors.
- Secretary Tehan mentioned the pickleball court signs are up and how great the Kids Fest went. She additional thanked SPRD for use of the room for ukulele jam session.

Board president updates
President Keefer mentioned an upcoming Sisters Dental group staff gathering on the pickleball courts that is planned. He also thanked staff for a great job on budget and informed the board he will be bringing back some information to the board about retirement plan options for the executive director as he committed to do earlier this fiscal year.

Other business
none

President Keefer adjourned the meeting at 5:26 p.m.

Respectfully submitted by
Sarah McNeale, recording secretary
Approved 07/15/2026