

Sisters Park and Recreation District
Board of Directors Meeting
Tues., August 14, 2018
5:30 - 8:00 PM

Call the Meeting to order: Jeff Tryens

Present: Jeff Tryens, Bob Keefer, Peggy Tehan, Heath Foott, Jayne Simmons

Peggy Tehan moved and Jayne Simmons seconded to approved the agenda as presented.

Welcome Visitors: Judy Craig, after school care provider, SPRD

Judy Craig spoke to the Board about after- and non-school day care, of which there is quite a need in the community. Discussion included the need for Advanced Notice so that proper staff will be present at all times. A discount for advanced notice was discussed. See Judy's report (attached.)

She will do a survey of interest.

Minutes from:

- April 24th
- May 22nd
- July 10th
- July 24th
- August 7th

Were all approved with motion by Bob Keefer and seconded by Peggy Tehan with the corrections listed below:

- April 24th: Darren Layne's name was misspelled,
 - Kris Harwell appointed as Budget Officer, not Budget Financial Officer,
 - clarification of Shannon's letter should read as "letter in support of Shannon,"
- May 22nd:
 - the spelling of Kris Harwell's name
 - Toll Gate should have read "Toll Gate Home Owners Association."
 - Include last names on motion and second by Bob Keefer and Peggy Tehan to assess and collect .22 per \$1,000.00 of assessed value and .15 per \$1,000.00.

All ayes, none opposed.

- Motion by Peggy Tehan and seconded by Patti Adair to accept the 2018-2019 general fund as proposed by the Budget Committee. All ayes, none opposed.
- Motion made by Peggy Tehan and seconded by Jeff Tryens to accept the community project reserve fund for 2018-2019 budget. All ayes, none opposed.
- July 10th
 - Under financials, after Peggy Tehan was "checking into this (payroll numbers to ADT,) it should be duly noted that no meeting with Todd Garret ever occurred.

Financials:

The June Financial Meeting was deferred until now, because of Todd Garret's resignation. Fiscal year-end as well as June Financials were presented by Peggy Tehan and discussed.

Peggy Tehan noted that Shannon Rackowski's final paycheck did not follow the handbook policy. Personal Time Off (PTO) of 0-5 years - were 2 hours per 40 hrs., while 5+ years were 3 hours PTO per 40 hours worked, with the carry-over not to exceed 40 hours at the end of fiscal year, not calendar year. Consequently errors of 17 hours for Shannon Rackowski and 37 hours for Liam Hughes were inadvertently made, both overpayments. The policy will be reviewed, with 80 hours as a carry-over discussed in case of health issues instead of 40 hours. The Board will not ask for the over-pay to be returned, as it was an error.

The motion was made by Bob Keefer and seconded by Peggy Tehan to accept June Financials and year-end reports as presented. All ayes, none opposed.

Sue Stafford from the Nugget arrived at 6:00 PM
Heath Foott left at 5:50
Jodi Winnwalker arrives at 6:10 and leaves at 6:16.

Old Business:

Jeff Tryens and the Board wished to thank Jodi Winnwalker personally for orchestrating the Community Dinner and making it so successful.

Financials continued:

Bob Keefer motioned and Jayne Simmons seconded to hire Barnett and Co. as auditors with an engagement letter specifying terms for tardiness and other features for Fiscal Year 2017-2018, with Peggy Tehan and Kris Harwell to proceed. All ayes, none opposed.

A motion was made by Bob Keefer and seconded by Peggy Tehan to increase the Line of Credit at First Interstate Bank from 30,000 to 75,000- for 2018-2019. The motion carried, all ayes, none opposed.

New Business

Discussion of hiring Courtney Snead as Interim Executive Director was presented by Bob Keefer, after reference checks into Courtney Snead and her company, "Boring but Important." Rick Allen was consulted, also Eric King and Steve Webb from the Aquatic Center in Madras. All were very positive. Courtney Snead agreed to an hourly wage of \$78.00 for twenty weeks of service, not to exceed 25 hours per week, with a contract ceiling of \$38,800. She will begin her tenure on August 20, 2018 and will run to no later than January 4th, 2019.

The motion was made by Peggy Tehan and seconded by Jayne Simmons to hire Courtney Snead of Boring but Important, LLC as Interim Executive Director. The motion carried with all ayes and none opposed.

This creates a short-fall in the budget, make a budget adjustment.

Other Old Business:

Date Night was a very successful and fun-filled event. The cost was about \$1,100.00, or \$3.00 per head. Band was \$600.00
Park Rental: \$250.00-300.00
Jodi Winnwalker: \$500.00

Minus donations not accounted for as yet.
Next event the Kiwanis Club wants to donate money.

Acting Executive Director's Report

D-ATE Night

Staff- 21 applicants for the Administrative Assistant position

After School Program Assistant - Judy Craig will continue in that position.

Adult Program Coordinator - Interim ED will do a staff needs assessment.

Correction to Report: Local Option:

- first sentence: "The voters provided SPRD with (should be almost 100%)."

Meeting Adjourned at 7:10 PM.

Next Meeting: September 11, 2018, at 5:30 PM.

Respectfully Submitted,

Jayne Simmons
Recording Secretary