

Sisters Park and Recreation District
Board Meeting
November 20, 2018
5:30 PM

Minutes

Heath Foott called meeting to order at 5:31 PM

Board Present: Bob Keefer, Peggy Tehan, Heath Foott, Jayne Simmons, and Jeff Tryens, President, via phone

Staff Present: Courtney Snead

Visitors: Chuck Humphreys, Sisters Trail Alliance

Media: Sue Stafford, Nugget News

Agenda approved by Jayne Simmons, seconded by Bob Keefer with Sisters Trail Alliance being moved to the beginning of the meeting for Chuck Humphrey's convenience. All ayes, none opposed.

Chuck Humphreys discussed the agreement between Sisters School District and the Tollgate community about the trail that connected the two areas. There is a memorandum of understanding between SPRD, STA, SHS, the trail, and an easement at the juncture of Tollgate and SHS which SPRD carries liability insurance. Bob suggested an occasional inspection, and Jeff Tryens agreed, with an annual inspection and walking of the path with STA and SPRD.

A motion was made by Bob Keefer and seconded by Peggy Tehan to provide a certificate of insurance for the easement and authorized Courtney Snead to sign the MOU with STA and SSD as amended (annual inspection.) All in favor, non opposed.

Chuck Humphreys departs.

Peggy Tehan motioned and Jayne Simmons seconded that the minutes from October 9th and October 17th be approved with the correct spelling of Sue Boettner's name. All in favor, none opposed, with Peggy Tehan abstaining as she wasn't present at either meeting.

Financials:

New format: Peggy Tehan suggested a YTD budget. Peggy Tehan and Courtney Snead met with Quickbooks expert. Better to budget with YTD addition.

\$303,000 in taxes have been paid to SPRD to date.

LOC to be paid off by Courtney Snead.

Preschool revenues are up.

Courtney Snead provided a summary of summer camps, which were \$3,900.00 over budget. Adjustments will be made for the 2019 program. Also a budget adjustment will be made for Courtney Snead's position as subcontractor.

Bob Keefer moved and Jayne Simmons seconded to approve the October financials as presented. All ayes, with Jeff Tryens, President, abstaining.

Discussed was a simple IRA with an immediate 3% match. Employees can defer up to \$12,000.00 per year per federal limits.

A motion was made by Bob Keefer and seconded by Peggy Tehan that as of January 1st, 2019, SPRD will provide upon hire, up to a 3% match for a simple IRA through ADP. All ayes, none opposed.

Upcoming events:

Peggy Tehan questioned community dinners. Courtney Snead to communicate with Shannon Rackowski. Possible change of D-ATE Night to May for a summer kick-off event. Discussed grant-writing for a kitchen and checking with the community-wide calendar to schedule events. Jeff Tryens, President, will connect with Robyn Holdman with Citizens for Community.

Old Business:

Todd Garret signed the separation agreement, which is now all up to date and finished.

The Non-School Day Program began on October 22, and had 14 students, 25 signed up, \$5.00 was the profit.

New Business:

Courtney Snead completed a technology update and recommends a contract with Covenant Technology. Rita was very helpful. Costs will be \$981.00 per month, with a set-up fee of \$1,700.00. They are also doing the server. Bob Keefer motioned and Peggy Tehan seconded to approve the quote from Covenant Technology Solutions, Inc. for information technology support in the amount of \$2,681 for the first month and \$981 for each month after through June 30, 2020 and authorized Courtney Snead to sign the agreement. All ayes, none opposed.

A motion was made by Bob Keefer and seconded by Peggy Tehan to authorize Courtney Snead to spend \$8,331.00 to upgrade Coffield Community Center front doors so they are ADA accessible. All ayes, none opposed.

Peggy Tehan motioned and Jayne Simmons seconded to approve the Red Cross facility use agreement so that Coffield Community Center can be used by

the American Red Cross as a disaster shelter and services center and to designate Courtney Snead to sign said agreement.

Donor Campaign was discussed and tabled for the time being. SOAR Foundation is linked with campaign and Chuck Ryan needs to sign tax return.

Suspended Board Meeting for Executive session at 7:03 PM.

Board Meeting resumed at 7:40 PM

The Board's candidate for ED withdrew and the board will have some time to consider next move. Interim Courtney Snead has agreed to stay on.

Peggy Tehan motioned and Heath Foott seconded for Bob Keefer and Jeff Tryens, President, to work with Courtney on plan of action.

HR board members Jayne Simmons and Heath Foott will look into committee procedures. Courtney to take on camps as Jeff Tryens brought up what we expect from camps.

Middle School sports still undecided as to SSD take-over.

Jeff Tryens would like to see the Bike Park officially opened. Courtney Snead to follow-up.

Peggy Tehan and Jeff Tryens volunteered in Happy Girl Run and Jeff Tryens enjoyed the event.

Bob Keefer mentioned the Visioning Plan for Sisters and Horizons - not yet linked.

Meeting Adjourned at 7:55 PM

Next Meeting December 11, 2018, at 5:30 PM

Respectfully Submitted,

Jayne Simmons,
Recording Secretary