



**Sisters Park and Recreation District
Board of Directors Business Meeting
5:30pm Monday: January 28, 2019
(rescheduled from 01/22/18)**

MEETING MINUTES

1. Call Meeting to Order

- The Board of Directors meeting was called to order by President Tryens at 5:32pm on January 28, 2019 at the Coffield Center located at 1750 W McKinney Butte Rd.

Board members present: Jeff Tryens, Peggy Tehan, Jayne Simmons, and Bob Keefer. Heath Foott was not present.

Staff members present: Courtney Snead, Interim Executive Director and Chad Rush, Recreation Programs Director

Visitors present: none

- Reminders
None
- Adjustments and/or approval of the agenda

Interim Director Snead asked the board to amend the date of the minutes listed as 12/18/18 to 12/11/18.

Treasurer Tehan moved to approve the agenda as amended. Keefer seconded. Motion carried unanimously.

2. Welcome Visitors

- No visitors present at meeting

3. Correspondence

- Notice of Election of Special District Directors Information Form

Board member Keefer asked if the District would post the open positions. Tehan noted that she saw the postings in the Nugget in a prior week.

- Letter from Citizens 4 Community
No comments or questions



- Letter to Preschool families regarding billing for remainder of 2018-19 school year
No comments or questions

4. Minutes

- December 11, 2018 Board Meeting

Interim Director Snead passed out revised minutes reflecting changes that President Tryens provided to staff ahead of the meeting.

Board member Keefer pointed out that the final signature page was missing from the revised minutes, along with the time the meeting adjourned, and that it needed to be added back in to the revised version.

Treasurer Tehan moved to approve the minutes as revised, Keefer seconded the motion. The motion carried unanimously.

- January 8, 2019 Board Work Session

Board member Keefer requested that the minutes reflect that the Board concurred with his request to staff to present a pickle ball proposal at the next regular board meeting.

President Tryens requested that future minutes include a running head and page numbers. Snead indicated a new format for minutes would be presented at the next Board meeting as part of operation ship shape.

Board member Keefer moved to approve the minutes as revised, Treasurer Tehan seconded the motion. The motion carried unanimously.

Treasurer Tehan inquired about whether the November 20, 2018 minutes had been approved by the Board. Director Snead indicated she would look into it, and if not, they would be added to the next business meeting agenda.

5. Financials

- ~~November 2018 financials (postponed to February 19 mtg)~~
- Authorize check signers for the SPRD checking and partner checking accounts



Treasurer Tehan recommended adding President Tryens as a signer on the bank accounts since there are currently two board signers and no staff signers, and it would aid in availability for signing checks.

Board member Keefer moved to add President Jeff Tryens as a signatory on all Sisters Park and Recreation District bank accounts at First Interstate Bank. Treasurer Tehan seconded. The motion carried unanimously.

6. Old Business

- Consider approval of Resolution 2019-01 authorizing the transfer of appropriations within the General Fund for FY2018-19

Interim Director Snead introduced the resolution, indicating it reflects the discussion the Board had at their January 8, 2019 work session. She also indicated that she did research into local budget law and, due to the proposed changes, a resolution of the Board was required to approve the changes (rather than the original discussion at the work session of a supplemental budget).

Board member Keefer said that even though staff has the budget authority, staff needs to monitor the actuals for the rest of the year to ensure there is not too much spending and a negative impact on next year's beginning cash. Interim Director Snead agreed.

Treasurer Tehan moved to approve Resolution 2019-01. Board member Keefer seconded. The motion carried unanimously.

- Consider approval of the FY2019-20 budget calendar

Interim Director Snead indicated that the budget calendar was the same as was shared at the January 8, 2019 work session except the Board meeting dates have been changed to reflect the new Board meeting schedule approved at the work session of first and third Tuesdays through the end of the fiscal year.

President Tryens asked why all of the activities were listed on the calendar, and if the Board needed to approve it.

Interim Director Snead indicated that having all of the activities listed helped staff manage their work load along with the budget process, and that it was good practice to include major events and meetings on the budget calendar. She also indicated that it was good practice for the



Board to approve the budget calendar each year and include it in the budget document.

Treasurer Tehan moved to adopt the FY2019-20 budget calendar as presented. Secretary Simmons seconded. The motion carried unanimously.

- Discuss FY2019-20 Budget Committee membership & discuss vacancy posting(s) (if necessary)

Interim Director Snead indicated that she has heard from two of the five budget committee members that are in the middle of serving their three-year terms. Patti Adair emailed and is looking into whether she can continue to serve now that she is on the Deschutes County Commission. Snead said the Board could authorize the Director to post the positions on February 1, 2019 if she has not heard back from the other committee members or move to table the discussion until the February 19 board meeting.

Treasurer Tehan indicated that it would be a good idea to check with the County Clerk to see if anyone has filed to run for the Board, and if so, invite them to apply to be on the budget committee as a good experience for them.

Various board members indicated community members they were aware may be interested in applying to serve on the budget committee.

Board Secretary Simmons moved to post vacancies on the budget committee with application materials available to the board by February 15 for their review prior to the February 19 board meeting. Treasurer Tehan seconded. The motion carried unanimously.

President Tryens asked staff to add the month and date to the term expiration on the budget committee list. Staff agreed to follow up with that change.

- Consider approval of a proposal for pickle ball

Interim Director Snead gave a brief overview of the process leading up to this proposal, including the presentation that Bruce Carpenter gave at the January 8, 2019 board work session. At that time, the Board asked staff to develop a proposal to bring back at the next regular meeting.



Recreation Programs Director Chad Rush walked through the proposal, including short- and long-term goals and the timeline for implementation.

President Tryens asked if 2020 was the tournament, why is staff going to start planning it in March 2019?

Board member Keefer responded that staff can begin investigating what it would take to run a tournament, and can adjust the timeline accordingly. He discussed his perspective that it will take more staff time upfront to run programs until a volunteer base is developed. He talked about the sport and how it is growing and, and that many people want to learn how to play. He indicated his support for the proposal, and pointed out that it is consistent with the Board's interest in expanding adult programming. He also discussed the importance of partnerships with local agencies as we explore how to create public courts in Sisters Country, and that wherever it is located we should try to get a banner to promote it as a SPRD program.

President Tryens wants to see a committee set up and run with it so SPRD staff can step back.

Board member Keefer said he wants to discuss how SPRD staff can bring assistance to the table in partnership with a committee.

Board member Keefer moved approval of staff's proposal and moving forward to work with a pickle ball committee to increase public access to pickle ball in Sisters. Treasurer Tehan seconded. The motion carried unanimously.

7. New Business

- Consider approval of a contract not to exceed \$4,000 for the 2019 Girls Lacrosse Coach

Interim Director Snead indicated that there are two reasons this contract is before the Board: 1) historically the District has not developed contracts for coaches to sign; and 2) the policy for financial controls has a limit of \$2,500 for the Executive Director, so it is over her signing authority.

Recreation Programs Director Chad Rush gave the board an overview of the hiring process, including working with the SPRD Lacrosse Committee.



Secretary Simmons asked if the lacrosse coach would be involved in the Sisters Annual Lacrosse Invitational (SALI). Rush responded that there is a committee that runs the SALI tournament.

Board member Keefer indicated that other employees do not come to the Board, so that is probably why coaches have not in the past, and he would expect this type of contract would not come to the Board in the future.

Interim Director Snead responded that once the new personnel policies are approved this type of agreement would not come to the Board, and that this is a stop-gap measure until the new personnel policies are approved.

Treasurer Tehan moved approval of the contract with Shelby Wilcox as presented. Secretary Simmons seconded. The motion carried unanimously.

- Consider approval of a contract not to exceed \$10,000 with Claudia Bisso-Fetzer to develop curriculum and teach the Evening of Friendly Agers Program

Interim Director Snead provided an overview of the contract and project.

President Tryens requested that Dr. Bisso-Fetzer present her research plan to the Board, as well as her findings at the end of the project. Snead indicated she would share that request with Dr. Bisso-Fetzer.

Board member Keefer moved to approve the contract with Dr. Claudia Bisso-Fetzer as presented. Treasurer Tehan seconded. The motion carried unanimously.

- Consider approval of the proposed FY19-20 PreSchool Program Rates

Interim Director Snead presented information to the Board on the current FY2018-19 preschool program, including its current structure, rates, and administration. She then walked the Board through the cost recovery analysis and presented them with four options, ranging from 80% to 100% cost recovery, for their consideration.

Board member Keefer asked if there was a fee or penalty for leaving the program mid-year. Snead responded that there was not, but that it could be added. Keefer suggested a \$100 processing fee.



Treasurer Tehan provided the historical context of SPRD offering preschool programming, and said that it has historically been an essential service and was expected to break even.

Board member Keefer said that it does not have to be a core program of SPRD because others offer preschool programming in the community. He views it as child care, since it is a full-day 8am-5pm program. Keefer said that he felt this discussion, of preschool as a core service of SPRD, should be part of the strategic planning conversation. There are direct costs that are not currently charged by the school district, such as facility usage and printing, so we could have additional costs come up. He wants to ensure that all direct costs are built into the model. He also indicated he wants the preschool program to move toward 100% cost recovery, recognizing that there are administrative costs behind the scene that are subsidizing the program but are not accounted for in the rate.

Interim Director Snead noted that, historically, it looked like staff benefits were not included in the cost of the program. The analysis presented to the Board tonight does include staff benefits.

Treasurer Tehan said that when SPRD started offering preschool there were no other options in the community. She wanted to make sure that we are aware what other places are charging so we are not competing with non-public businesses in the community.

Board member Keefer noted that the Board has to recognize that, and that the cost recovery can slowly move up from 85% to 100%. He said that the location of our preschool, at the elementary school, has a built in advantage of the convenience factor for families that have children in preschool and elementary school.

President Tryens said that preschool is the most important thing you can do for a child, and that many studies continue to show the advantages that preschool provide for children throughout their lifetime.

Secretary Simmons wants to see comparisons with the local preschools before approving the cost recovery to make sure we are not competing with local businesses.

Board member Keefer said that staff needs the Board to approve a cost recovery level tonight because the program opens up to current families



on February 1. He also noted that he is concerned that teachers have been doing prep work without compensation.

Treasurer Tehan said that she was glad for this conversation as it relates to the role of SPRD in providing preschool programming in the community.

She said that we have a quality program that should not be subsidized by taxpayer money, but that still meets state standards.

President Tryens would like to see this discussion as part of the strategic planning process so the Board can have a discussion about what to spend taxpayer money on and what should be 100% cost recovery from fees.

Board member Keefer said preschool is important for our community, and we need to decide our role in that. There are direct costs that we have not been charging for historically.

Board member Keefer moved to support staff's recommendation of an 85% cost recovery for preschool for FY2019-20 and look to gradually bring it up to 100% cost recovery in the next few years. Treasurer Tehan seconded.

President Tryens does not support 100% cost recovery in the next few years. He can support 85% for the upcoming year. He would like a more comprehensive review of cost recovery levels for all SPRD programming before we decide on the future.

Board member Keefer said that it needs to be discussed because it is a big deal for the District. He is concerned SPRD will be under the market at 85% cost recovery.

Board member Keefer amended his motion to remove the reference to the 100% cost recovery and end the motion at "FY2019-20". Treasurer Tehan agreed to the amended motion. The amended motion carried unanimously.

- Other Business

None.

8. Executive Director Report



Interim Executive Director Snead shared that the shootout tournament on January 15-16, 2019 went well. President Tryens mentioned that he was able to attend. Snead also shared that the server upgrade project was nearly complete and that the last piece of the project was transitioning RecTrac to the new server. She also mentioned that she was looking into conducting an ergonomic

assessment for Coffield Center staff and may bring a proposal to the Board in the future on updating office furniture consistent with the assessment findings.

9. Board Reports

Board member Keefer serves on the SDAO and ORPD legislative committees and shared three proposals that may potentially move through the legislature this session that they are keeping an eye on. He also noted that he would be attending the SDAO conference February 8-9, 2019 along with Courtney and Chad.

Treasurer Tehan asked if Courtney had heard from our auditors with an update on their progress. Interim Director Snead indicated she had a number of phone calls and emails into the auditor but had yet to hear back.

Secretary Simmons asked when the Board will begin the recruitment process for the executive director again. Interim Executive Director Snead indicated it was slated for discussion at the next work session on February 5, 2019.

President Tryens asked if staff could share their findings on the Safe Space Act. Interim Executive Director Snead shared her findings from discussing the act with the SDAO attorney, and that the mandatory reporting law in Oregon covers basically the same things that the Safe Space Act covers at the federal level, which was really more for states without a mandatory reporting requirement.

President Tryens asked about the disc golf course and an apparent tournament that occurred over the weekend. Recreation Programs Director Rush said that an outside group reserved the facility for what appeared to be a tournament. President Tryens asked staff to connect with folks to revive the disc golf committee and engage them. He also shared a story he heard about a child who was learning about mortality and said "I don't want to die because then I can't come to the after school program at SPRD".

10. Adjourn Meeting

- The meeting was adjourned at 7:43pm



Respectfully submitted,

Courtney Snead

Approved by the Board of Directors on February 19, 2019.