



**Sisters Park and Recreation District
Board of Directors Business Meeting
5:30pm Tuesday, March 19, 2019**

1. Call meeting to order:

The Board of Directors meeting was called to order by President Tryens at 5:33pm on Tuesday, March 19th, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present Jeff Tryens, Bob Keefer, Heath Foott, Peggy Tehan arrived at 5:36pm and Jayne Simmons arrived at 5:38pm.

Staff members present Courtney Snead, Interim Executive Director, Chad Rush, Recreation Programs Director, and Mande Seeley, Interim Recording Secretary

Visitors present none

Reminders: none

Adjustments and/or approval of the agenda:

Interim Executive Director Snead identified two changes to the agenda: Item 10 should be amended to read "not to exceed 20,000" and item 6 should be postponed to the special meeting next week that will be scheduled later in this meeting.

Board member Keefer moved to approve the agenda. Board Vice President Foott seconded. Motion carried unanimously.

2. Welcome visitors (Jeff Tryens, Board President):

Receive public comment on agenda and non-agenda items: none

Board Member Keefer asked to speak, in case he needed to leave the meeting, regarding pickleball. He indicated that he has not spoken on behalf of the Board but has been involved in conversations that may involve SPRD in the future regarding a multi-use community center. Board member Keefer wanted the record to reflect that the SPRD Board has been made aware of early conversations occurring in the community regarding pickleball and potentially a community center. He indicated that the Board may, in the future, want to invite the group to present to the Board.

Board President Tryens noted that the Horizons Vision includes two items related to this discussion: performance center and a community center and asked for clarification about how this project would tie to the vision.



Board member Keefer said that it could be a combination of both, and that there are other options such as converting the elementary school.

Interim Executive Director Snead reminded the Board that Cory Misely, Sisters City Manager, is on the record as saying that the vision is a guide and is flexible to accommodate changes that occur in the community.

3. Correspondence:

Sisters School District Transportation Center site plan and burden of proof.

Interim Executive Director Snead introduced the topic and said that Sisters School District (SSD) submitted their site plan application to the City of Sisters for the transportation center. The comment period is open until the end of March. If the City receives comments or it gets appealed, it will go to the Planning Commission for a hearing. The site plan identifies a specific location for the transportation center behind Coffield Center. The project includes improving the access off highway 242 for bus traffic. The existing fire gate will be relocated behind skate park to deter people from parking on other side. The project has the potential to improve Coffield Center's internet connectivity and the District has been a good partner in that discussion.

President Tryens asked the Interim Executive Director to write a letter to the City and carbon copy the school district indicating SPRD's support of the project.

4. Consider approval of meeting minutes (Courtney Snead, Interim Executive Director):

- February 19, 2019 business meeting
- March 5, 2019 work session

Simmons moved to approve the February 19, 2019 minutes as presented. Tryens seconded. Motion carried unanimously.

Board Vice President Foott moved to approve the March 5, 2019 minutes as amended (to include visitors in attendance). Board Treasurer Tehan seconded. Motion carried unanimously.

5. Consider approval of SPRD financials (Peggy Tehan, Board Treasurer):

Board Treasurer Tehan met with Interim Executive Director Courtney Snead regarding January 2019 financials. A sponsor for the 2017 Sisters Homebrew Festival mailed us a check for \$1,000. Kiwanis donated \$3,000 toward scholarships. SPRD thanked Kiwanis and St. Charles for their scholarship donations in the spring guide. The Evening of Friendly Agers received a \$5,000 grant for research/curriculum development. The current year to date looks good and we are on track for tax receipts. A similar amount



will be coming in May for property taxes. Our Administrative expenses for office supplies might be higher and heating has been more expensive. SPRD didn't have much income in January but we still have over 100k in our bank account which is higher than projected.

Interim Executive Director Snead stated that preschool billing was in limbo in December, so more funds were collected in January.

Vice President Foott moved to approve the financials as presented. Secretary Simmons seconded. Motion carried unanimously.

6. Consider accepting the FY2017-18 Audit (Courtney Snead, Interim Executive Director):

Cover memo and auditor correspondence attached.

Item postponed to next Board meeting.

7. Consider appointing applicant(s) to the SPRD Budget Committee (Courtney Snead, Interim Executive Director):

Cover memo and application(s) attached.

Interim Director Snead stated that we received two applications for the two open budget positions. The cover memo shows positions and terms. Ms. Beyerinck is a regular SPRD user and Mr. Wheeler has a PHD from Berkeley and does the books for his wife's company.

Board Member Keefer moved to appoint Mr. Wheeler to position 10 of the budget committee and Ms. Beyerinck to position 6. Vice President Foott seconded. Motion carried unanimously.

8. Consider approving resolution 2019-02, appointing the FY2019-20 Budget Officer (Courtney Snead, Interim Executive Director):

Cover memo and resolution 2019-02 attached.

Board member Keefer moved to appoint Interim Executive Director Snead as the Budget Officer. Vice President Foott seconded. Motion carried unanimously.

9. Consider approval of a quote from Key Event Services to repair and clean the event tent not to exceed \$10,000 (Chad Rush, Recreation Programs Director):



Cover memo and quote attached.

Interim Executive Director Snead worked with Recording Secretary Seeley to review historical tent use and pricing from 2013 to current to show the Board that the tent is cost neutral over the life of the tent. It was cleaned and repaired in 2016-17 and is due for similar service this year.

Board Treasurer Tehan informed everyone that SPRD did not originally pay for the tent, as a community action team received a grant to provide the community with an event tent. One of the terms of the grant was that nonprofits would receive a discount to utilize the tent. Currently SPRD provides the Heart of Oregon with \$1,000 donation to set up the tent for events, as staff does not have the capacity to provide that service.

Board Member Keefer noted that commercial tents are extremely expensive, and we are below market on our rental cost. Other agencies who use it should be covering extra costs, such as a markup for cleaning and repair, after setup. We need policies and procedures to take care of it and be lucrative. Let's put time into evaluating it after this current season and negotiate about certain events with a price that makes more sense for us.

Interim Executive Director Snead stated that it will be on our April work session to discuss SPRD's fee schedule.

Board President Tryens asked how much a new tent would cost, if our insurance covers it when it is off site, and if we should just keep it for our events and not rent it out. He also suggested we start preparing a fund to maintain and replace it after this season.

Interim Executive Director Snead will research the answers. We want to maintain our relationships, and the timeline is to have it cleaned and repaired by the SALI Lacrosse tournament the first weekend in May. Heart of Oregon supplied the list of items that need to be fixed on the quote. There is only one cleaning service and it's in the valley. Interim Director Snead will take it over and will be contacted before work is done if it will cost more than the quote. The board can discuss the future of tent at a future meeting.

Board Treasurer Tehan moved to have the tent cleaned and repaired, not to exceed ten thousand dollars. Board Member Keefer seconded. Motion carried unanimously.

10. Consider approval of a quote from Vermont Systems, Inc to replace RecTrac 10.3 with RecTrac 3.1 in an amount not to exceed \$17,000 (Chad Rush, Recreation Programs Director):

Cover memo and quotes attached.

Recreation Programs Director Rush stated that the RecTrac upgrade would be sixteen versions newer than the current version. The time frame with an internet upgrade would work, as connectivity improvements are critical for the new version to work. This



upgrade will give customers a much better interface. Only three techs at Vermont Systems have the skills to work with us on our current version. This is all part of operation shipshape. Upgrading SPRD's systems was one of the recommendations from the FY2017-18 audit. Staff received three different quotes from Vermont Systems for this upgrade. Staff is recommending we go with option one because it gives us two weeks of on-site training and no current staff has had that and we are only using a portion of the features available because of the lack of training. We would not have to shut down for training and the timeline would be to implement the upgrade within nine months. Vermont Systems is letting us pay this off in two years instead of all at once, with eight thousand being paid by June and eight thousand being paid in December. Staff will still have access to the old system to retrieve prior year records.

Board member Keefer moved to replace current RecTrac system with upgraded version, not to exceed seventeen thousand dollars. Board Treasurer Tehan seconded. Board Secretary Simmons asked for the record to reflect that she was supporting the motion with trepidation. Motion carried unanimously.

11. Executive Director report (Courtney Snead, Interim Executive Director):

Interim Executive Director Snead said that we currently have eleven complete applications for the executive director position including two locals, and five incomplete applications. We have also received two applications for the administrative assistant position. Peggy Tehan and Heath Foott have filed for the open board positions to date. The WiFi project is moving forward, and Coffield Center will have public and private WiFi. Board Member Keefer and Interim Executive Director Snead will meet regarding the lease with the school district at a meeting to be determined. The staff meeting to go over new handbook was successful and staff was very thankful for the changes to the employee handbook.

12. Board member reports:

Board President Tryens mentioned there had been a few news reports lately regarding outdoor tragedies such as cross-country ski accidents and two little girls getting lost in Colorado for two days who survived thanks to their parents giving them wilderness training. He realized we have no winter survival training locally and suggested maybe we do something in the schools or here at SPRD. We should offer one for adults and one for kids at least once a year, along with the summer survival camp program. We should also continue to add more outdoor programming whenever possible.

Staff responded that they would look into offering that type of program.

Board Treasurer Tehan met with Interim Executive Director Snead regarding the audit, provided draft financials for it. The board will act on audit at next meeting on 3/28.



13. Adjourn Meeting:

The meeting was adjourned at 7:02pm

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on April 16, 2019.