



**Sisters Park and Recreation District  
Board of Directors Special Meeting  
Thursday: June 4, 2019 at 5:30pm**

1. Call Meeting to Order (President Tryens)

The Board of Directors meeting was called to order by President Tryens at 5:30pm on June 4, 2019 at the Coffield Center located at 1750 W McKinney Butte Road. President Tryens then acknowledged that the meeting is being held on ancestral lands of the Northern Paiute.

Board members present: Jeff Tryens, Peggy Tehan, and Bob Keefer. Heath Foott and Jayne Simmons were absent.

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

Visitors present: Sue Stafford

Reminders: None

Adjustments and/or approval of the agenda:

The Executive session was moved up on the agenda to #2 and the Astronomy Club Committee agreement was moved down to #3.

Board member Keefer moved to approve the agenda as amended. Treasurer Tehan seconded. The motion passed unanimously.

2. Executive Session – In accordance with ORS 192.660(2)(a) the Board will meet to consider the employment of a public officer, employee, staff member or individual agent:

The board convened in executive session at 5:33pm.

The board reconvened in open session at 5:54pm.

Board Treasurer Tehan moved to appoint a subcommittee of the Board, including Jeff Tryens and Bob Keefer, to work with the interim executive director to negotiate a contract for the permanent executive director position per the discussion in executive session. Board member Keefer seconded. Motion passed unanimously.



3. Consider approval of the astronomy club committee agreement

The interim executive director presented the agreement, noting that it is the second committee to approve the committee agreement. Interim Director Snead asked that the board revise the agreement to remove "coaching staff". The committee brought in \$515 of new revenue in FY2018-19, and under the agreement would pay SPRD for services as a rate of 5% on new revenues earned in the prior fiscal year. As a result, the 5% fee on current revenues would be \$25 for FY2019-20 to be paid to SPRD for providing fiscal sponsorship to the committee.

Board member Keefer asked for clarification on how committees utilize SPRD vehicles and whether there was a cost recovery strategy to recoup some wear and tear/maintenance on vehicles. Interim Director Snead said she would research how that could be done and bring a policy back to the board to discuss at a future work session.

Board member Keefer moved to approve the agreement as amended, Board Treasurer Tehan seconded. Motion carried unanimously

4. FY2019-20 Budget Adoption

- a. Hold a public hearing on the FY2019-20 approved budget:

President Tryens opened the public hearing. No public were present to speak. President Tryens closed the public hearing.

- b. Consider adopting the FY2019-20 approved budget

Board Treasurer Tehan moved to approve resolution 2019-04, adopting the FY2019-20 Sisters Park and Recreation District budget in the amount of \$1,581,991, 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. Board member Keefer seconded. Motion carried unanimously.

5. Other work session business

- a. Discuss preschool program expansion

Interim Director Snead explained that the preschool dragonfly classroom currently has a wait list of 14 children, so staff has been exploring options for expanding programming. Staff has determined the best option is to relocate the grasshopper classroom to Coffield Center and offer two



dragonfly classrooms at Sisters Elementary School. When families were called and asked about this change, the only noted challenge was having

children attending both the preschool/grasshopper classroom and the elementary school. To mitigate that concern, the grasshopper classroom at Coffield will open its doors earlier so families can drop their grasshopper off and then head to the elementary school to drop off other children.

The board was supportive of this change, and appreciated staff considering multiple options and reaching out to families for input before coming to a final decision.

6. Updates from Board members and/or executive director:

Interim Director Snead shared that SPRD has received a \$2,500 grant from Pacific source for the evening of friendly agers program. She also mentioned Vermont Systems Inc (RecTrac) is onsite regarding the migration to RecTrac 3.1, and new fiber and the switch for faster internet connectivity is in the process of being finalized. Crest the Cascades is happening on June 15 and currently has 60 registrants. Staff is working on finalizing a request for quotes for new auditors.

7. Adjourn Meeting: 6:37pm

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on June 18, 2019.