



**Sisters Park and Recreation District
Board of Directors Special Meeting
Tuesday, September 3, 2019 at 5:30pm**

1. Call Meeting to Order – Jeff Tryens, Board President

- Reminders
- Adjustments and/or Approval of Agenda

President Tryens called the meeting to order at 5:33pm.

Treasurer Tehan motioned to approve the agenda as presented. Vice President Foott seconded. Motion carried unanimously.

2. Welcome visitors

- a. Public comment period

No visitors present.

3. Consider appointing Rosemary Vasquez to the vacant board position #2 with a term through June 30, 2021.

Member Keefer moved to appoint Rosemary Vasquez to vacant board position #2 with a term through June 30, 2021. Treasurer Tehan seconded. Motion carried unanimously.

4. Executive Director administer the oath of office to Rosemary Vasquez

Executive Director Holland administered the oath of office to Rosemary Vasquez. Member Vasquez repeated and signed the document.

5. Election of officers (Jeff Tryens, Board President)

- a. Board president
- b. Board vice president
- c. Board treasurer
- d. Board secretary

Treasurer Tehan nominated Jeff Tryens to continue to serve as Board President, Member Keefer seconded. Motion carried unanimously.

President Tryens nominated Heath Foott to continue to serve as Board Vice President, Treasurer Tehan seconded. Motion carried unanimously.

President Tryens nominated Peggy Tehan to continue to serve as Board Treasurer. Member Vasquez seconded. Motion carried unanimously.



Vice President Foott nominated Rosemary Vasquez to serve as Board Secretary. Treasurer Tehan seconded. Motion carried unanimously.

6. **Consider approval of meeting minutes (Jen Holland, Executive Director):**
 - a. July 29, 2019 special meeting minutes
 - b. August 7, 2019 work session minutes

Member Keefer moved to approve meeting minutes from July 29th and August 7th as amended. Vice President Foott seconded. Motion carried unanimously.

7. **Consider approving resolution 2020-01, establishing annual procedures for the Sisters Park and Recreation District (Jen Holland, Executive Director)**
 - a. Resolution 2020-01

Secretary Vasquez moved to approve resolution 2020-01 as amended. Vice President Foott seconded. Motion carried unanimously.

8. **Consider appointing a representative of SPRD to the City of Sisters Parks Advisory Board (Jen Holland, Executive Director)**
 - a. Cover memo

Member Keefer moved to appoint Executive Director Holland as a representative of Sisters Park and Recreation District to the City of Sisters Parks Advisory Board. Treasurer Tehan seconded. Motion carried unanimously.

9. **Consider authorizing the executive director to execute a professional services contract with Pauly, Rogers and Co not to exceed \$10,000 from FY2019-22 for auditing services (Courtney Snead, Interim Business Manager)**
 - a. Cover memo
 - b. SPRD request for proposals for audit services
 - c. Pauly Rogers and Co proposal for audit services

Interim Business Manager Snead said that three RFPs were received, scored by herself and Executive Director Holland, and reviewed by two board finance committee members. Member Keefer has previous experience working with this company. There is language in the contract giving both agencies a way to break the contract if necessary.

Treasurer Tehan motioned to authorize Executive Director Holland to execute a professional services contract with Pauly, Rogers and Co not to exceed \$10,000 annually. Vice President Foott seconded. Motion carried unanimously.

10. **Consider approving resolution #2020-02, authorizing the District to renew a credit line with first interstate bank not to exceed \$75,000 for the purpose of**



augmenting revenues between August 1 and November 30, 2019. (Peggy Tehan, Board Treasurer and Courtney Snead, Interim Business Manager)

- a. Cover memo
- b. Resolution 2020-02, authorizing the District to renew a credit line with first interstate bank no to exceed \$75,000
- c. FY2019-20 Cash Flow Analysis worksheet

Member Keefer moved to approve resolution 2020-02. Treasurer Tehan seconded. Motion carried unanimously.

11. Other business

Vice President Foott requested an update on the progress of fixing the security cameras around the building. Executive Director Holland will meet with Facilities Coordinator Gassen and report back to the board.

12. Executive director report and board member updates

- a. Discuss the SOAR board (Jeff Tryens)

President Tryens and Member Keefer met with two former board position applicants to see if they wanted to be on the SOAR Foundation board and both agreed. Everyone is working together to create an operating agreement between Sisters Park and Recreation District and the SOAR Foundation.

13. Adjourn Meeting

President Tryens adjourned the meeting at 6:49pm.

Upcoming Meetings/Special Events:

- Tuesday, September 17, 2019 Board business meeting
- Saturday, September 28, 2019 SPRD Community clean-up
- Tuesday, October 8, 2019 Board work session
- Tuesday, October 22, 2019 Board business meeting
- Friday, October 18, 2019 Senior Health Fair
- Fri-Sat, November 1-2, 2019 Happy Girl Run
- Tuesday, November 12, 2019 Board work session
- Tuesday, November 26, 2019 Board business meeting
- Tuesday, December 10, 2019 Board business meeting**

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on September 17, 2019.