



**Sisters Park & Recreation District
Board of Directors Business Session
Tuesday, February 25, 2020- 4:30 -6:30 p.m.**

1. Call meeting to order – Jeff Tryens, Board President.....5 min.
 - a. Adjustments and/or approval of agenda

Attendees: Jeff Tryens, Board President, Bob Keefer, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Jennifer Holland, Executive Director, Chad Rush, Recreation Programs Director, Mande Seeley, Recording Secretary

Carissa Gascon, Education Programs Director came in at 5:41pm.

Visitors: Kathy Campbell, Lisa Shaddox, Bunny Thompson, Jim Anderson, Gail Baker, David Hewett, Tom Davis, Linda Davis, Jim Anderson, Mark Cee Dicifel

Absent: Heath Foott, Board Member

President Tryens called the meeting to order at 4:35pm.

No reminders.

No adjustments.

Secretary Vasquez moved to adopt the agenda as presented. Treasurer Tehan seconded. Motion carried unanimously.

2. Welcome visitors- Jeff Tryens, Board President.....5 min.
 - a. Public comment period

President Tryens welcomed all visitors to the meeting and introductions were made.

3. Friends of Sisters Library donation presentation.....10 min.
 - a. Cover memo

Friends of the Sisters Library came to present a check for \$6,000 in honor of the Jim Anderson Camp of Science and Nature. Bob Baker left \$10,000 in his will in honor of Jim Anderson. Bob would have loved the camp. Jim used to visit the ranch where he met Gail and Bob. Bob meant a lot to Jim, and they shared a wonderful friendship before Bob, sadly, passed away. Jim presented Executive Director Holland with a check for the camp.

4. Consider approval of meeting minutes- Rosemary Vasquez, Board Secretary5 min.
 - a. January 28, 2020 business meeting minutes
 - b. February 11, 2020 work session minutes



Treasurer Tehan moved to adopt the Jan 28 and Feb 11 minutes as amended. Vice President Keefer seconded. Motion carried unanimously.

5. Consider approval of December Financials- Jennifer Holland, Executive Director.....15 min.
 - a. Cover memo
 - b. December 2019 financials

After board approved the adjusted budget, the annual budget was changed, and the memo reflects changes. The monthly budget isn't updated to reflect changes but will be come January. The District is at the midyear point. Revenue is currently at 95% for taxes and back taxes have been received as well. The District may not be at goal numbers right now but there are some large programs and events still to come that will level everything out. Board discussed where the District is with the budget, and everything is on track for the end of the year projections. Treasurer Tehan did a comparison with the bank account from Dec 31, 2018 when there was \$353,000 in the bank account to December 31, 2019 when there was \$416,000, which is an increase of over \$60,000.

President Tryens would like the grant line item to have an asterisk to explain why it looks like the District is in the negative when it isn't. Discussion about this topic and how it should be shown in the budget moving forward.

Vice President Keefer would like to see what the cash balance will be quarterly with a comparison to last year during the same time.

Vice President Keefer moved to approve December 2019 financials as presented. Secretary Vasquez seconded. Motion carried unanimously.

6. Consider approval of the Consent Calendar- Jeff Tryens, Board President5 min.
 - a. Appoint Heather Bulloch to position 10 of the SPRD Budget Committee for a two-year term.

Secretary Vasquez moved to approve the consent calendar. Vice President Keefer seconded. Motion carried unanimously.

7. Consider approval to use the proposed cost recovery methodology in the creation for the FY 20/21 budget, Jennifer Holland, Executive Director20min.
 - a. Cover Memo
 - b. Definitions of costs
 - c. Categories of service- updated
 - d. Cost Recovery Pyramid- updated

The board requested more in-depth information for each program at the last meeting. Executive Director Holland couldn't include every program as requested but showed what projections will be for next year. This is one piece of the overall process of setting fees. Discussion ensued on clarification of process of capturing direct costs associated with each program. The District needs to be consistent across the board. Executive Director Holland



would like to be brought to the budget committee at the budget orientation use this model while putting the budget together and tweak it as necessary. She is seeking temporary approval to use this model so it can be adopted after the budget process is complete. Discussion was had regarding what board would like to see moving forward with this model. Executive Director Holland will be attending a local budget law training next week. Communication to the public regarding implementation of this new model will include updating the District fact sheet to include changes to how we set fees, an elevator speech being created for staff to explain changes to the community, submitting a press release to the Nugget, and an email newsletter. Executive Director Holland would like a survey to go out regarding the scholarship program to identify barriers to people applying for it.

President Tryens would like this model brought to the public at the budget orientation so they are aware of how the budget is being put together this year since it's different than previous years. He would also like to see a graphic along with the elevator speech for a visual piece.

Vice President Keefer would like a half hour dedicated to showing an example of how this process will work at work session next week, as well as at the budget orientation.

Vice President Keefer moved to temporarily approve the director (be able) to use the new cost recovery model to create the budget for FY20/21. Treasurer Tehan seconded. Motion carried unanimously.

8. Consider approval of the proposed out-of-district fee policy, Jennifer Holland.....15 min.
 - a. Cover Memo
 - b. Draft Resolution 2020.06

Staff is proposing a 30% out of district fee for residents who do not live inside the District, with the director having authority to make exceptions for certain programs or events. The policy explains that the District serves all who want to participate and not just those inside the taxing area. Conversations will be had with each committee as to what this will look like for them.

Treasurer Tehan would like to see a cap for people who do pay an out of district fee so that it never exceeds what a taxpayer would pay us yearly. She also suggests that out of district fees for committee programs go directly to the District.

Treasurer Tehan moved to approve the proposed out-of-district fee policy. Secretary Vasquez seconded. Motion carried unanimously.

9. Executive Director's Report/Board Member's Updates

Two District buses were sold last week and there is one van left to sell. Kids in District programs and at the middle school were able to be involved in helping to choose a concept for the new village green playground last week, choice will be presented to City Council tomorrow. Interviews for Business Manager are complete; three candidates were



interviewed. Executive Director Holland will check references and make an offer soon. President Tryens would like Interim Business Manager Snead to attend a board meeting so the board could thank her for everything she has done for the District. Night at the Orient was this past Sunday. 48 tickets were sold. Feedback received stated that the food, entertainment and venue were great. Executive Director Holland will follow up with Events Coordinator Rackowski to do a wrap up and see how this event will look moving forward. The Belfry cost was \$500 (requiring a \$25 ticket fee which might have been a deterrent for some of our patrons. The Sadie Hawkins dance was at the District facility over the weekend for the high school. They want to do their spring fling here now as well. Vice President Keefer says the pickleball club is re-lining the court outside of the elementary school in partnership with the school district. This will create a public pickleball court until the roundabout comes in. Vice President Keefer continues to monitor legislative changes. Bill 4107 will require all accommodations to accept cash. ORPA reached out to Executive Director Holland to see how it would impact the District, but it would be exempt due to current policies. Secretary Vasquez updated board on the SOAR Foundation board. Bonnie Malone will be joining the board; Ralph Salisbury is thinking about it and will get back to Rosemary soon with a decision. SOAR will be working on a strategic plan in March. President Tryens read an article in the NY Times about a 19-year-old dying by suicide due to a head injury from football and there will be a conversation with the school district about the future of football in Sisters. Secretary Vasquez suggested C4C host that conversation. President Tryens also attended the parent forum for preschool next year and thought it went very well; feedback was positive. Education Programs Director Gascon will update the board next week on that conversation.

10. Other business

None.

11. Adjourn Meeting

President Tryens adjourned the meeting at 6:51pm.

Upcoming Meetings/Special Events:

March 3, 2020	Board of Directors Work Session
March 23-April 3, 2020	Spring Break
March 24, 2020	Board of Directors Business Meeting
April 9, 2020	Summer Kickoff and Volunteer Fair
April 14, 2020	Board of Directors Work Session

Respectfully submitted,
Mandee Seeley, Recording Secretary
Approved by the Board of Directors on April 14, 2020 .