



**Sisters Park & Recreation District
Board of Directors Work Session
Tuesday, March 3, 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

Visitors: none.

Absent: Heath Foott, Board Member

President Tryens called the meeting to order at 4:32pm.

No reminders.

No adjustments.

Rosemary moved to adopt the agenda as presented. Peggy seconded. Motion carried unanimously.

2. FY 20/21 budget assumptions – Jennifer Holland, Executive Director30 min.
 - a. Cover memo

Staff would like direction from the board regarding budget assumptions. Projecting 4% growth in property taxes after conversation with Deschutes County. District has already collected 96% of what was budgeted in that category during the current fiscal year. Program revenue will be calculated using new cost recovery model. Grant funds will be more accurate moving forward. District will keep 75k credit line as an assumption. Executive Director Holland has been trying to meet with Committee chairs to discuss changes and will continue to do so until everyone is on board. Personnel services expected to have 5% increase, 3% for cost of living and up to 2% merit increases. An internal survey was required and completed, and changes will need to be made in the next fiscal year. Minimum wage changing from \$11.25 to \$12 on July 1st. Anticipated 15% increase in insurance costs, from \$500 to \$575 per employee utilizing the program. 11% for associated payroll costs. There has been some restructure to the education programs that resulted in savings. Executive Director Holland will attend budget law training on Thursday, March 5th that will allow for clarification on conversation between reserve and contingency.

Vice President Keefer says every year there are is a portion of taxes that aren't collected so staff should ask the county what percentage should be included in assumptions.



3. Cost recovery calculator demonstration- Jennifer Holland, Executive Director.....30 min.
 - a. Cover memo

Executive Director Holland presented a calculator for the new cost recovery model to show the board, which is separated by fees, direct costs and materials and services. She showed examples of minimum and maximum numbers in Excel sheet.

Secretary Vasquez left at 5:15pm.

Vice President Keefer asked about discrepancy of associated payroll being at 20% when the budget assumption is 11%. Executive Director Holland will dig into it.

Treasurer Tehan asked what happens after the program is over. Currently doing wrap ups so that process will need to change a little to coincide with new model.

President Tryens would like a report on how this process has improved other processes and things learned during the transition of using this new model.

4. Potential preschool changes- Jennifer Holland, Executive Director and Carissa Gascon, Education Program Director.....45 min.
 - a. Cover memo

The preschool will not be at the elementary school next year. Certification is voluntary for the District. There are restrictions to being certified, but our preschool would still follow guidelines provided by the state even if not certified as has been the prior practice. Would provide parents with list of guidelines the District follows. The school district is applying for funding to create another preschool program here and the District would be able to obtain training opportunities if they succeed. Staff is recommending the District conduct business not certified for the 20/21 school year and evaluate how it goes.

Vice President Keefer would like to have a one-page recommendation at a future meeting and President Tryens would like to see a comparison for locations as well.

5. Other business

Ralph Salisbury told Secretary Vasquez he will not be on the SOAR Foundation board but would like to be consulted prior to using scholarship funds for programming other than originally discussed. Vice President Keefer suggested contacting prior board members of SPRD board and mentioned Jeff Campbell. Secretary Vasquez to follow up and report back.

The after-school program will be at the elementary school next year.

President Tryens would like to see more diversity in the strategic plan photos. Executive Director Holland requested that any edits in her email by 8am on Friday, March 6th.



Executive Director Holland met with community members last week regarding the community center topic of the City's Vision. She will meet with Curt, Robyn and Clark tomorrow to prepare for the next meeting on this topic. The school district bond measure will be on the ballot in May of 2021 to build a new elementary school. Executive Director Holland will update as more information arises.

6. Adjourn meeting

President Tryens adjourned the meeting at 6:27pm.

Upcoming Meetings/Special Events:

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
April 18, 2020	Community Cleanup Event
April 28, 2020	Board of Directors Business Meeting

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