

4:30-6:30 p.m. Wednesday, May 12 & Thursday, May 13, 2021 (if needed)

Zoom link: <https://us02web.zoom.us/j/86942482720?pwd=V3BxZlN5K2JEdVhrcXE5UDljdEg1UT09>

Members of the public that are not able to call in to the meeting may submit a written question or comment by emailing [SPRD@sistersrecreation.com](mailto:SPRD@sistersrecreation.com) or mailing a letter to SPRD c/o Jennifer Holland, PO Box 2215, Sisters, OR 97759. All written submissions must be received by end of business the day prior to the scheduled meeting. Written submissions will be read out loud during designated public comment period.

### 1. Call the meeting to order (Bob Keefer, Board President)

Budget Committee Members in attendance via Zoom: Patti Adair, Heather Bulloch, Steve Janego, Lauren Beyernick

SPRD Board members in attendance via Zoom: Bob Keefer, Board President, Jeff Tryens, Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Heath Foott, Board Member.

SPRD Employees in attendance: Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, Kelsi Erickson, Recording Secretary, Tanner Cornwell, Activities Supervisor

Budget Committee Member Amy Terebesi joined the meeting at 4:58 PM

President Keefer called the meeting to order at 4:32 PM

### 2. Election of Officers

#### a. Chair

- I. Patti Adair was nominated by President Keefer
- II. Patti Adair elected as Chair

#### b. Vice Chair

- I. Heather Bulloch was nominated by Vice President Tryens
- II. Heather Bulloch elected as Vice Chair

### 3. FY22 budget message and presentation

No comments or questions.

### 4. Review of proposed FY22 budget by fund

- a. General fund
- b. Community Partner Reserve Fund
- c. SPRD Committee's Special Revenue Fund
- d. Capital Improvement Reserve Fund

No comments or questions made

5. Receive public comment on the proposed budget

No comments or statements from the public were received prior to this meeting.

Heather Bulloch noticed \$1,000 is budgeted for recruitment and asked if this was enough considering hiring new staff members is imperative for certain programs to run. Director Holland explained the \$1,000 was specifically for the administration department and the district has money set aside for other departments as well.

Bulloch asked what recruitment platform SPRD uses. Director Holland responded that the district utilizes Indeed, SPRD's website, Facebook, Oregon Recreation Parks Association (ORPA), NRPA, and LinkedIn.

Bulloch stated that Director Holland had mentioned marketing in *The Nugget* and asked what other marketing initiatives the district will take, if any. Director Holland answered that SPRD is working to create a recreation guide mailer which will be inserted into *The Nugget*. She explained the district is also working with their current marketing partner to share their story with the community.

Amy Terebesi asked, in regard to the marketing piece above, if SPRD was currently making Recreation guides. Director Holland said this is not a current practice as programs are constantly being altered, cancelled, or changed due to COVID and it would be a loss of the district's money to print and reprint resources. However, it is the district's intent to start this marketing in the Fall when programming is anticipated to be more stable. Terebesi commented that having a simple flyer posted on bulletin boards or at local businesses may be an option to consider as well.

Steve Janego noticed a large increase in the technology line item of the budget. He mentioned that fish & wildlife received a lot of positive feedback for implementation of a platform that allowed younger kids to self-select for volunteer opportunities. He recommended SPRD look into something similar which would pull funds from the technology line item but would also fit nicely into the volunteer recruitment retention. Director Holland asked for clarification on the connection between technology and volunteering. Steve responded that if the district has \$5,000-\$10,000 to spend on an upgrade to the website then it would be money better spent compared to paper flyers. Director Holland answered this was a fair point.

Heather Bulloch asked what room SPRD has in terms of space with pay scale when it comes to positions which are necessary to run specific programs (childcare, for example). Director Holland explained that partners such as Circle of Friends have allotted scholarships that help fund certain programs so the district could outsource for positions (such as substitute teachers for Camp SPRD). Holland went on to explain that if the district finds they need to adjust their pay scale, then they will work with the board to do so.

President Keefer noticed the utilities bill budget for FY 22 was significantly less than the last two and wondered why this was. Director Holland explained that this budgeted number was based off usage from FY 21. She also wondered if there were items grouped with the utilities budget in previous years that should not have been. Operations Manager Hyatt confirmed that she and Director Holland had noticed in previous years, certain expenses were attached to this line item that did not belong.

President Keefer wanted to ensure it was confirmed with district committees their budgets were discussed appropriately. Operations Manager Hyatt answered that most committees wanted to stick with their same budgets from the previous year, but a couple did edit their budget, and it is reflected in the budget binder.

Vice President Tryens wanted the budget committee to know the district's Capital Improvement Plan is not locked in as an organization and allows for change in the event the upcoming school bond is passed.

Steve asked if the district has a formula or some way to measure how all operational costs may go up with the improvement of one facility (i.e., if the bike park were to expand this would require more landscaping, maintenance, etc.). Director Holland stated that as of now, there is no anticipation of increased labor costs for the district's budget. However, she agreed it was a great lens to look through when considering the 5-year budget plan.

6. Consider approval of the proposed budget

*Sample motion: "I move that the budget committee of Sisters Park & Recreation District approve the budget for the 2022 fiscal year in the amount of \$1,877,977."*

Treasurer Tehan motioned to approve the budget for the 2022 fiscal year in the amount of \$1,877,977. Vice President Tryens seconded the motion. Motion carried unanimously.

7. Consider levy of tax rate

*Sample motion: "I move that the budget committee of Sisters Park & Recreation District approve property taxes for the 2022 fiscal year at the rate of \$0.22 per 1,000 of assessed value for the permanent rate tax levy and in the amount of \$0.15 per 1,000 for the local option tax levy."*

Treasurer Tehan motioned to approve the property taxes for the 2022 fiscal year at the rate of \$0.22 per 1,000 of assessed value for the permanent rate tax levy and in the amount of \$0.15 per 1,000 for the local option tax levy. Board Member Foott seconded the motion. Motion carried unanimously.

8. Adjourn the meeting



## FY22 BUDGET COMMITTEE MEETING MINUTES

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Patti Adair adjourned the meeting at 5:57 PM

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on June 22, 2021