



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

February 22, 2022- 4:30-6:30 p.m.

Call meeting called to order – Heath Foott, vice president, called meeting to order at 4:31 p.m.

Board members in attendance: Bob Keefer, board president (via Zoom), Heath Foott, board vice president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary Molly Baumann, board member (via Zoom).

Staff members in attendance: Jennifer Holland, executive director, Britney Steigleter, accounting clerk, Julia Conrad, program supervisor, Sarah McNeal, recording secretary

Guests in attendance: None

Introduction of new staff

Executive Director Holland introduced Julia Conrad, the new program supervisor.

Review and consider approval of consent calendar

- January 11, 2022 special meeting minutes
- January 25, 2022 business meeting minutes
- Appointment of budget committee members

Secretary Tryens moved to approve of consent calendar. Treasurer Tehan seconded. Motion passed unanimously.

Receive November and December financials

Britney Steigleter presented November and December financials to the board which had previously been presented to the board in draft form. She called attention to items that had changed from the previous discussion which included increased revenue due to basketball tournament income.

Secretary Tryens moved to accept the November and December financials. Treasurer Tehan seconded, Motion passed unanimously.

Receive draft January financials

Britney Steigleter presented the draft January financials to the board. Draft financials are for the board's situational awareness and have not yet been reviewed by Treasurer Tehan. Treasurer Tehan noted a new line item on the balance sheet that will be used to track income and expenses that are related to the card processing system timing out which in the past has resulted in double charging a transaction. This is not a common occurrence; however, the new line item will allow for more transparent reporting.

No action required.

2nd quarter financial report

Executive Director Holland reported on the 2nd quarter financials to the board. Overall, revenue is slightly down from same time last year. The district transition away from taking advanced payments for preschool and fewer COVID grants explain the decrease. Executive Director Holland also stated that expenses are higher than the same timeframe in the previous fiscal year which is directly related to hiring more staff and increased program expenses as the district brings back programs. At the end of the 2nd quarter, the district had \$404,039 of net income for the current fiscal year. President Keefer suggested that staff look at how the increase of net income can be utilized to provide services to the public.

No action required



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FY23 budget assumptions and proposed wage scale

Executive Director Holland presented the draft FY23 budget assumptions and proposed wage scale to the board for discussion. Key budget assumptions included a 5.8% growth in property taxes, a 9.1% increase in wages for COLA and merit increases, a 7.2% increase with health insurance, transitioning of key part-time positions to full-time and maintaining \$250,000 in operating contingencies.

Treasurer Tehan suggested that that the district consider a line item allocation of additional revenue to programs, considering the district financial health, to offset a large fee increase. However, she warned against the district not raising fees in FY23 and substantially raising fees in FY24 to keep on track with rising costs. Treasurer Tehan also suggested that some of that revenue should be utilized through the district scholarship systems. Executive Director Holland stated that she appreciated the input and will consider how best to proceed. She stated that the goal for FY23 is, generally, to keep fees at their current levels, however, a minor increase may be necessary.

Secretary Tryens suggested that we could adjust the cost recovery methodology for this year given the current financial position of the district. If the district were to do this, it should be celebrated and communicated with the public.

Executive Director Holland stated two possible options. The first option is for the board to adopt reduced cost recovery for FY23 which would then sunset at the end of the fiscal year. The second option, which Executive Director Holland would prefer to start with, is to see the impacts to the budget using the proposed assumptions and then determine if a temporary reduced cost recovery is warranted.

President Keefer supported utilizing revenue surplus to reduce program fees where appropriate and agreed that an effective way of doing so could be to increase funding and allocation for the current district scholarship program. Secretary Tryens stated that he felt that many people would never apply for a scholarship and thinks that the district can do more this year to keep fee increases minimal. Executive Director Holland stated that staff have worked hard to remove the stigma of applying for a scholarship including making that application process more confidential and streamlined. She then stated that she will take the feedback from the board and develop a proposal for FY23 fees after as part of the budget development process.

Secretary Tryens stated that the conversation around how the district can better support the community with the increased cash on hand might be good to involve the budget committee. Executive Director Holland stated she would look at the logistics of that, given the timeline on which the budget committee is operating.

Executive Director Holland discussed the proposed FY23 wage scale. The proposed wage scale was produced using the results of a salary survey conducted by HR Answers. Key changes in the proposed wage scale include starting the lowest pay rate at \$15/hr. and adjusting both the program supervisor and executive director pay range. The FY23 proposed wage scale is reflective of the 7.1% COLA increase. Vice President Foott asked what other agencies were doing regarding COLA and base pay for typically minimum wage positions. Executive Director Holland stated that both Bend and Madras were doing a COLA of 7.1% and that Bend is paying their lifeguards, which is typically a minimum position, \$16/hr with a \$100 bonus a week. Executive Director Holland is still reaching out other agencies to get a better picture. Secretary Tryens stated that the financial oversight committee should be utilized to further vet the proposed pay scale and Treasurer Tehan agreed. Executive Director Holland stated that she would continue to gather data from other agencies and schedule a follow up meeting with the Financial Oversight Committee.

Executive Director report



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Executive Director Holland provided a written report in the board packet. She then called attention to the SDAO Best Practices Program for 2022, which gives the district a 10% discount on liability insurance, stating that the focus this year is on board practices and training which will require time and commitment from the board to complete.

President Keefer left the meeting at 5:45 p.m.

Board Member updates

Secretary Tryens stated that he stopped by the Shootout basketball tournament and noted how lively the event was. He also noted that mask compliance was a challenge and expressed concern if the mask mandated was not lifted in March that it would put the district in a difficult situation given the failure to comply.

Treasurer Tehan complimented Britney Steigleter for her performance in account management.

Board President updates

No updates

Other business

Secretary Tryens asked if there was an update with the elementary school. Executive Director Holland stated that the C4C executive director resigned and she was unaware of any updates.

Meeting adjourned at 6:16 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by Board of Directors on 03/22/22