



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

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

Call meeting to order

Jeff Tryens, secretary, called the meeting to order at 4:32 p.m.

Board members in attendance: Bob Keefer, board president (via Zoom), Peggy Tehan, board treasurer, Jeff Tryens, board secretary

Board members absent: Heath Foott, board vice president, Molly Baumann, board member

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

Guests in attendance: None

Adjustments and approval of agenda

No adjustments were made to the agenda.

Treasurer Tehan moved to approve agenda. President Keefer seconded. Motion passed unanimously.

Welcome visitors

No visitors were present, and no comments were submitted.

Review and consider approval of consent calendar

Executive Director Holland presented items on the consent calendar. Items included:

- February 1, 2022 work session minutes
- February 22, 2022 business meeting minutes
- January financials
- FY23 budget assumptions and wage scale

Secretary Tryens asked if the financial oversight committee (FOC) had anything to add to the cover memo regarding the FY23 budget assumptions and wage scale. President Keefer stated he wanted to be sure that Executive Director Holland proposed a policy to the board for how the district will proceed with cost of living adjustments in the future before the next budget cycle. Treasurer Tehan stated that she appreciated the backup information provided by Executive Director Holland in the follow up meeting that she had with the FOC which demonstrated that the proposed wage scale was in line with other districts.

President Keefer moved to approve consent calendar. Treasurer Tehan seconded. Motion passed unanimously.

Receive draft February financials

Britney Steigleter, accounting clerk, presented the draft February financials to the board. Draft financials are for the board's situational awareness and have not yet been reviewed by Treasurer Tehan. An item of discussion was an incorrect line item on the balance sheet for "Capital Improvement Reserve" which was showing up as an asset due to a coding error. Staff will work to address this item as the balance of the line item should be deducted from the actual Capital Improvement Reserve account. Another item of note was around the fees for service category being behind in anticipated revenue. According to staff, the district should see a large increase in collected revenue for this category in April when spring/summer program registration opens.



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Additionally, there was further conversation regarding what the best format is for the board to have a clear picture of the district financials. President Keefer stated that he finds it more informative to compare current budget numbers to the previous fiscal year. Executive Director Holland stated that this information is provided to the board of directors during each quarterly report as a supplemental item. Staff will continue to work to determine if there is a better budget report format for the board's monthly review.

No action required.

Local option levy discussion

Executive Director Holland updated the board on the local option levy timeline. She reviewed previous conversations with the board around the levy, highlighting the key takeaways which concluded that further conversation was needed around date of local option levy, and that the board needed significant data to make an informed decision on timing and amount of levy. She then updated the board on her actions since the last board conversation which included: 1. Discussions with Winter Lewis, who has advised tax campaigns locally; and 2. conducting research with firms that provide needs assessment and public option survey work. After synthesizing relevant information, Executive Director Holland proposed an updated process and timeline to the board which included:

- May 2023 for renewal of the levy;
- Needs assessment conducted in April/June;
- Develop cost analysis of identified needs;
- November/December conduct a public opinion survey; and
- Finalize levy amount and message in January.

Treasurer Tehan stated that she agreed with the May 2023 timeline. President Keefer also supported the May 2023 timeline and complimented Executive Director Holland on the presentation and proposed process. Additionally, President Keefer emphasized the need to work with the City of Sisters with their public outreach and survey campaign for the parks master plan. Secretary Tryens agreed with President Keefer's statement highlighting the need to distinguish the differences between the two entities and aligning process wherever possible.

Secretary Tryens stated that it is important for the district to highlight the completion of promises made in the 2018 local option levy campaign as part of the district's work to celebrate successes. Secretary Tryens shared his concern around conducting a public opinion survey after Thanksgiving. Executive Director Holland stated that the district will work with the firm that is hired to determine the best timing for this survey. President Keefer shared that he recently was involved with a campaign that had similar timing, and it was very successful due to the approach that the research firm took.

Treasurer Tehan stated that due to the data received in the last needs assessment in 2017, the district should consider target outreach in areas that are outside of the city limits but still inside district boundaries. President Keefer stated that the new recreation van would be ideal for this type of community outreach.

Executive Director Holland read out loud Vice President Foott's comments on the subject which were received prior to the meeting as he was unable to attend. His comments included that he would support a November 2022 ballot placement for levy and that he would be wary of an increase of amount unless data clearly showed a need. Executive Director Holland stated that she was not looking for approval at this time, however, would like the board to come to a consensus by April and will put on the agenda for the April business meeting.

No action required.



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Executive Director report

Executive Director Holland provided a written report for the board in the board packet. Additionally, she reviewed six-month outlook for future board meetings. Lastly, she proposed July 12, 2022 and August 16, 2022 for board business meetings, removing other meetings that were scheduled. This is due to her scheduled absence. All board members agreed to the schedule change.

Secretary Tryens asked who would be acting in charge during the two-week absence. Executive Director Holland stated that Julia Conrad, program supervisor, would be acting in charge, however, current board members with bank signing authority would have to sign checks, if urgent, and that she would probably be available to still sign checks if needed.

Board Member updates

Treasurer Tehan stated that she serves on the board for Age Friendly Sisters and shared with the Age Friendly Sisters board that the district is eager to get more people in the Coffield Center. She then stated that she was informed that there use to be outreach meetings with clients at the center and experienced poor Wi-Fi. She then asked if this was still an issue. Executive Director Holland stated that she believes it was fixed prior to her tenure and that there have been no concerns brought to staff's attention recently.

Treasurer Tehan also shared with the board that she signed up for an SDAO board training and she was able to watch a recording instead of watching it at a designated time. Secretary Tryens asked if the board would be getting additional information around required SDAO training for the district to receive a discount on their liability insurance. Executive Director Holland stated that she will provide more details at the April meeting.

Board President updates

No update.

Other business

No update.

Meeting adjourned at 5:47 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by Board of Directors on 04/26/22