



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

June 7, 2022- 4:30-6:30 p.m.

Call meeting to order

President Keefer called the meeting to order at 4:31 p.m. No adjustments were made to the agenda.

Board members in attendance: Bob Keefer, board president, 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, Julia Conrad, program supervisor, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary.

Welcome visitors

President Keefer noted that there were no visitors and no comments submitted.

FY23 budget adoption

The SPRD budget committee met on May 10, 2022, to hear the budget message and consider approval of the proposed FY22 budget. The budget committee approved the budget as presented by staff. Staff is not recommending any adjustments to the approved budget.

Executive Director Holland stated that local budget law requires that the board of directors adopt the budget after the budget committee has completed its deliberations and approved the budget. A notice of the budget hearing, form LB-1, was published in the Nugget on May 25, 2022, and was also posted at the Coffield Center, consistent with the timelines required by local budget law. A copy of the approved budget has been available for inspection by the public on our website.

President Keefer opened the public hearing at 4:35 p.m. No visitors or comments, public hearing closed at 4:36 p.m.

Vice President Foote moved to approve resolution 2022-05, adopting the FY23 Sisters Park & Recreation District budget in the amount of \$ 2,421,741 imposing a permanent tax rate of \$0.22/1,000 of assessed value and a local option levy tax rate of \$0.15/1,000 of assessed value; Treasurer Tehan seconded. Motion carried unanimously.

Consider motion to approve authorization of payment of \$13,565 from committee partner reserve fund to general fund for Outlaw Boys Basketball committee wrap up payouts

Jennifer Holland, executive director, reminded board of the approved change to the fund transfer process. A more transparent process for both district staff and committee members for interfund transfers of cutting a check versus an online transfer, results in more detailed information in the accounting software. As the current policy does not address issuing a check and the executive director's authority level is \$9,999, staff are seeking authorization for a check in the amount of \$13,565 for Outlaw Boys Basketball Shootout and tournament basketball payment to the district for services rendered per approved committee agreements.

Treasurer Tehan noted that the amount paid by the committee to the district is larger than it had been in previous years and asked if OBB agreed with the higher cost. Executive Director Holland replied she had discussed the issue with Rand Runco, OBB committee chair. She also stated that she and Chair Runco are scheduling a meeting in the next few weeks to

discuss a more sustainable and mutually beneficial structure for both the basketball tournaments and the tournament basketball league.

Secretary Tryens moved to approve authorization of payment of \$13,565 from SPRD Committee Partner Reserve Fund to General Fund for Outlaw Boys Basketball committee wrap up; Treasurer Tehan seconded. Motion passed unanimously.

Needs assessment update

Executive Director Holland updated the board on the needs assessment progress as focus groups had met the previous week. While the district is awaiting a final report, she shared key highlights which included the need for more outdoor adventure recreation, increased childcare, pickleball courts, a pool, and a more user-friendly website.

Executive Director Holland noted that there was a lot of enthusiasm expressed by those asked to participate. She also stated that she will be putting out an additional, similar questionnaire, independent of the needs assessment, to provide another opportunity for members of the Sisters community give feedback.

Secretary Tryens asked about the representativeness of the survey groups to which Executive Director Holland responded that there were more women than men, but households of retired vs young families, and in-town vs more rural residents were evenly split.

Secretary Tryens followed up by offering, once the needs assessment is done and all feedback is received, to help put together a report that can be published to let the people of Sisters know what was learned and what decisions were made based upon input gathered. Executive Director Holland noted her appreciation for the offer and her intention to do just that.

Crest the Cascades update

Executive Director Holland informed the board that low enrollment for Crest the Cascades may lead to cancelling the event. She stated that there will be a last push for registration that will hopefully result in increased registrations. Executive Director Holland stated that she will make the call on Monday, June 13th.

Board of directors' comments

Secretary Tryens stated that he would like to see the district add as many free/low-cost events as possible that could reach out to people we don't normally engage and bring additional attention to SPRD's work.

President Keefer reminded the board and staff that he would be attending the next meeting on June 21st via Zoom.

President Keefer adjourned meeting at 5:14 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on 06\21\2022