



Sisters Park & Recreation District
Board of Directors Business Meeting
Tuesday, March 24, 2020- 4:30 -6:30 p.m.

Link for Zoom Video Conferencing:

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1. Call meeting to order – Jeff Tryens, Board President.....5 min.
 - a. Adjustments and/or approval of agenda

In attendance: Jeff Tryens, Board President, Bob Keefer, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Jennifer Holland, Executive Director, Courtney Snead, Interim Business Manager, Mande Seeley, Recording Secretary

Absent: Heath Foott, Board Member

President Tryens called the meeting to order at 4:37pm.

Secretary Vasquez moved to approve the agenda as presented. Treasurer Tehan seconded. Motion carried unanimously.

2. Welcome visitors- Jeff Tryens, Board President.....5 min.
 - a. Public comment period

Trudy, Shannon Rackowski, and Sarah Hyatt are on the line, no comments.

3. COVID-19 response and next steps- Jennifer Holland, Executive Director.....60 min.
 - a. Cover memo
 - b. Executive order
 - c. Cash flow analysis

Executive Director Holland has been working on a cash flow analysis regarding the response to COVID-19. It's broken down into programming, operations, and staffing. She's been on multiple online meetings this last week learning what other agencies are doing. SDAO has been giving her guidance as well and suggests planning for long term.



Treasurer Tehan joined the call at 4:43pm.

Programming:

All programming has stopped, effective March 17th. There has been an updated school closure until April 28th. Staff is being paid through April 6th which is phase one. Phase two is through April 28th. As of 3/24 the bike park, skate park and disc golf course are closed. Fitness classes are going virtual soon, Zumba Instructor Carol has hosted one Zumba class and will host another on Thursday. Shannon is working on providing virtual classes as well. The District has put the summer recreation guide on hold. Summer Kickoff has been canceled which is when summer registration was going to open. A decision will need to be made within the next 2 to 3 weeks regarding Crest the Cascades.

President Tryens has heard that school will be extended at the end of the year to make up for the closures. Executive Director Holland will be speaking to Superintendent Scholls tomorrow. Interim Business Manager Snead stated that most school districts are waiting for the state to provide guidance on school extensions.

Treasurer Tehan asked about class size limitations. Executive Director Holland says we must be prepared and get creative. Peggy also suggests holding onto Crest if we can have something for people to look forward to at the end of all this.

Vice President Keefer would like to see a skeleton program example for Crest if it can't be done as originally planned. He also wants to know how long Jen would need to get a program up and running with staffing, etc. Executive Director Holland has been looking at that and is currently putting a list together of the most crucial programs.

Operations:

When the District closed, the first thing Executive Director Holland did was look at expenses to see where we could save money. She canceled garbage services, paused Mission Linen and is looking at the contract with Covenant. She's also reviewing Nugget ads to see if they can be as effective less often.

Staffing:

There are four different staffing scenarios the board must choose between or edit one that works best. Assumptions are beginning in April; all materials and services would be limited to 7k per month. There's still an SDAO grant to utilize for security upgrades to the District. Executive Director Holland would like to keep staff on their insurance even if they are laid off. Another assumption is to pay staff for unused PTO. Wellness reimbursements would be frozen. No revenue is coming in, we don't want to rely on taxes in this unknown situation. There will be approximately 50k in refunds if no programs ran between now and 6/30 (15k in LAX club registrations, 20k preschool prepaids, 15k GNW registrations).

Treasurer Tehan asked if we are doing a worst-case scenario in case every patron wants their money back. Executive Director Holland says yes.



Executive Director Holland discussed each scenario in detail. SDAO stated that scenario 1 is not an ideal approach, it lays off all staff except office. Scenario 2 lays off all staff except management team. Jen would like to continue providing insurance for the staff currently enrolled via COBRA. Scenario 3 is the same as scenario 2 but program directors would be half time. Local government is NOT included in Family First Act that was just passed regarding reimbursement payments. Scenario 4 lays off all staff except executive director and business manager.

Treasurer Tehan says the District collected \$20k in taxes this time last year for Apr, May and Jun but she didn't want to depend on that money in case it's not received. She reiterates possible opportunity with Crest the Cascades.

President Tryens asked if staff could apply for unemployment. Executive Director Holland says yes but it's up to the state to approve them. She will make sure staff is well prepared for success to apply. He also reached out to Board Member Foott regarding this issue and he would like to see the District hold onto as many full-time staff as it can for as long as possible. He doesn't feel that we should spend more funds than necessary right now.

Vice President Keefer would like staff to consider local option levy and that it made need to be refigured for crucial operations come that time. Treasurer Tehan said the county should have some guidance regarding our budget. Bob would prefer scenario 2 or 3. He also wouldn't be opposed to dipping into the credit line to get services back up and running.

Executive Director Holland's recommendation is scenario 4 so that there is a District to come back to. She would like staff to have some stability and not have to change our minds every other day. The board is leaving the decision up to her as the executive director. She will put together a management team meeting this week to discuss options. Jen is going to reach out to STA and Shannon to have a meeting regarding Crest the Cascades. She will continue trying to find opportunities for the community to connect with us.

Secretary Vasquez moved to extend closure of District to 4/28. Treasurer Tehan seconded. Motion carried unanimously.

4. Executive Director Report/Board Member Updates

Executive Director Holland presented a motion to the board which would authorize the executive director to extend or suspend district closure based on local, state, and/or federal directives in response to the containment of COVID-19. Vice President Keefer moved. Secretary Vasquez seconded. After discussion the motion was tabled given the fact that the board will meet again in a few weeks and more information may become available. Vice President Keefer rescinded his motion.

Executive Director Holland presented a motion to the board that to temporarily approve executive director to sign off on checks \$5,000 and higher without a board member signature. An email approval from a designated board member for each occurrence is still



required, to sunset on June 30, 2020. The temporary approval would be able to be shorten or extended at a future business meeting if needed. Treasurer Tehan moved. Secretary Vasquez seconded. In discussion President Tryens wanted to define “designated board member”. After further discussions, the board decided to change that verbiage to read “a member of the financial oversight committee”. Treasurer Tehan amended her motion and re-moved. Secretary Vasquez re- seconded. Motion carried unanimously.

Executive Director Holland presented a motion to the board appoint executive director social distancing designee to establish and enforce social distancing policies. Vice President Keefer moved. Secretary Vasquez seconded. Motion carried unanimously.

Executive Director Holland is scheduled to meet with other Sisters leaders tomorrow to discuss how everyone is proceeding. Be prepared for 4/14 meeting to be a special meeting. Mainly working on communications and staying up to date with news. Staff has been communicating with Jen on what they’re working on at home and checking in.

5. Other business

Happy birthday Jennifer! – everyone sang for her.

SOAR isn’t meeting in April. Bob to discuss pickleball court situation with other club members. Jeff says Jen has full board support and it’s killing the board to have to do it. Jen thanked everyone.

6. Adjourn Meeting

President Tryens adjourned the meeting at 6:19pm.

Upcoming Meetings/Special Events:

April 14, 2020	Board of Directors Work Session
April 28, 2020	Board of Director Business Meeting

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