



BOARD OF DIRECTORS BUSINESS MEETING

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

January 26, 2021- 4:30-6:30 p.m.

Board of Directors meetings are open to the public via Zoom by following this link: <https://us02web.zoom.us/j/4594870728>

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 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 meeting to order - Bob Keefer, Board President.....5 min.
 - a. Adjustments and approval of agenda

President Keefer called the meeting to order at 4:30 p.m.

Board Member Attendees via Zoom: Bob Keefer, Board President, Jeff Tryens, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Heath Foott, Board Member

SPRD Staff Attendees via Zoom: Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, Kelsi Erickson, Recording Secretary

Visitors via Zoom: None

No adjustments were presented.

- 2. Welcome visitors - Bob Keefer, Board President.....5 min.
 - a. Public comment period (read any public comments submitted via email or mail)

No visitors present.

- 3. Review and consider approval of consent calendar - Jennifer Holland, Executive Director.....5 min.
 - a. Meeting minutes: December 15, 2020 and January 12, 2021
 - b. November financials

Treasurer Tehan moved to accept the consent calendar as presented. Secretary Vasquez seconded the motion. Motion carried unanimously.

- 4. Receive draft December financials - Sarah Hyatt, Business Operations Manager.....5 min.
 - a. Cover memo and supporting documents

Regarding the general fund, President Keefer asked if the remaining liability will be reduced each month. Operations Manager Hyatt confirmed it will.

President Keefer asked where the \$20,000 worth of grants came from. Director Holland expressed that \$15,000 came from Better Together and \$5,000 came from the Central Oregon Health Council.

Vice President Tryens questioned the amount of money spent on balls for recreation expenses. Director Holland explained that in order to remain COVID compliant, each child had to be given their own individual ball. Each ball also had to be properly disinfected to comply with regulations. It was a quite costly process that the district has never had to implement before.



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Treasurer Tehan inquired about materials and supplies incurred for the month of December. She asked, of the \$75,000, what had already been reimbursed? Operations Manager Hyatt explained that not everything was COVID reimbursable, but she would need to go back to the books to give her an exact number. Director Holland explained that SPRD has kept all receipts and tracking expenses to submit in the event more COVID grant money becomes available. She assured the Board that the district would be extremely conservative moving forward.

Vice President Tryens asked if Director Holland had any intelligence from SDAO whether the “big Biden package” would include enough local government money to allow SPRD to be a part of it again. Director Holland explained that she had no information on that specific topic but does have an SDAO meeting coming up where she may or may not be informed on the matter. She asked President Keefer if he had heard anything. President Keefer commented he just knew that Biden wanted to support local governments in the package but there was an upcoming SDAO meeting that he would sit in on if he got the chance.

Treasurer Tehan expressed that on the balance sheet, it shows there is over \$768,000 in the district’s account. She wanted to point out that this is the most money the district will have in the account during the year and it will progressively decrease as time goes on.

Regarding the cash flow analysis, Director Holland expressed that Operations Manager Hyatt used conservative numbers and, as it stands, the numbers listed are a worst-case scenario. The district anticipates continuing programs and bringing in more revenue. Operations Manager Hyatt also explained that she and Director Holland ran a calculation for the coming months. Even if all programming were canceled over the next 12 months, with the money the district has in their account, they would remain in good standing.

*President Keefer wanted it to be noted that a conversation should be held in upcoming work sessions to discuss what the district would like to do for the community should there be extra spending dollars.

5. Authorize payment to Special District Insurance Services (SDIS) in the amount of \$14,823 for the 2021 liability insurance premium - Jennifer Holland, Executive Director.....10 min.
 - a. Cover memo & invoice

Board Member Foott asked why SPRD is paying for flood insurance. Director Holland said she would inquire about this with the district’s insurance agent.

Board Member Foot motioned to approve payment to Special District Insurance Services as presented apart from first looking into the flood insurance. Vice President Tryens seconded the motion. Motion carried unanimously.

6. Executive Director report - Jennifer Holland, Executive Director.....10 min.
 - a. 6-month meeting outlook update
 - b. SCC Student Center phase 2 timeline update

President Keefer asked if Director Holland could call the budget committee members to ensure they are still on board. Director Holland said it is on her to do list.



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Treasurer Tehan mentioned Gov. Kate Brown lifted restrictions on certain facilities (i.e., gyms). Director Holland explained she had heard the same but commented that the lifted restrictions will remain limited. If a gym has 500 sq. ft or more, it can have 6 people total in the building. Less than 500 sq. ft. buildings are allowed to have one-on-one consultations only. Director Holland asserted that though there will be some restrictions lifted, they are still restrictive in nature.

7. Board Member updates
 - a. SOAR Foundation

No new updates from the SOAR Foundation.

Treasurer Tehan shared that she has joined the age-friendly Sisters Country Committee as a board member. Her hope is for the district to partner with them when transporting Sisters' residents to vaccination sites or simply collaborating to some extent with vaccinating the community. President Keefer commented that it could be a part of SPRD's health and wellness efforts.

No other board member updates.

8. Board President updates
9. Other business
10. Adjourn meeting

President Keefer Adjourned the meeting at 5:02 PM

Upcoming meetings/important dates:

February 15, 2021	District closed- Holiday
February 23, 2021	Board Business Meeting
March 9, 2021	Board Work Session
March 23, 2021	Board Business Meeting

Respectfully submitted,
Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on February 23, 2021