



**Sisters Park & Recreation District  
Board of Directors Business Meeting  
Tuesday, May 26, 2020- 4:30 -6:30 p.m.**

1. Call meeting to order – Jeff Tryens, Board President

Attendees: Jeff Tryens, Board President, Bob Keefer, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Jennifer Holland, Executive Director, Sarah Hyatt, Recording Secretary

Absent: Board Member Heath Foott

Visitors: Non

President Tryens called the meeting to order at 4:33pm.

No reminders.

No adjustments.

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

2. Consider approval of meeting minutes- Rosemary Vasquez, Board Secretary
  - a. April 28, 2020- Business Meeting
  - b. May 12, 2020- Budget Meeting

Minutes from April 28<sup>th</sup> need to be corrected to reflect that Vice President Keefer provided the information about the SDAO grant.

Treasurer Tehan moved to approve the April 28, 2020 and May 12, 2020 after the appropriate adjustments have been made to the April 28 minutes. Vice President Keefer seconded. Motion carried unanimously.

3. Consider accepting March financials- Jennifer Holland, Executive Director

Executive Director Holland presented the March financials, indicating that this month does not yet reflect all the refunds and that those will be seen on the April financials.

Treasurer Tehan stated that in April there will be negative numbers and that going forward there will not be a refund column but instead, the refunds will go against the income column. President Tryens asked if there was a rough estimate to see where SPRD will be at regarding personnel services at the end of the year. Executive Director Holland stated that yes, she has been keeping track as SPRD starts to bring staff back, making sure the district does not go over budget authority.



4. Update on district rental property- Jennifer Holland, Executive Director

Rental scenarios are attached for the record.

Executive Director Holland presented three different rental scenarios for occupying the church, which would allow for program growth and expansion.

Treasurer Tehan was concerned with the scenarios allowing the church to occupy other parts of the facility as this would affect COVID-19 safety/cleaning policies and procedure put into place. Vice President Keefer was also concerned as this could pose a security issue regarding the presence of preschool classrooms. Even at the current SPRD facility, anyone can walk in as there are not safety control measures implemented. Additionally, he stated that if we do not pursue this opportunity (to move the preschool classes to the church), the district will be losing additional opportunities for senior programming and enrichment.

Executive Director Holland asked the board for their input moving forward with this opportunity.

Secretary Vasquez stated that it is exciting to think about expanding but would require some additional time to think about this prospect. She would like to see the church.

Treasurer Tehan stated that this is a great deal, especially since utilities would be included and agrees with Rosemary regarding the great opportunity.

Vice President Keefer indicated that he would like to get behind option 3 as there are a lot of options with this new facility. He asked for staff to provide more math on the revenues and grant availability for the youth center. It is important to see if enough revenue would be generated to keep the subsidy amount low for the youth center.

President Tryens stated that due to what is currently going on right now it may not be a good idea to look at expansion but negotiate with the church so when the district is able/wanting to expand, the option/opportunity is there. He stated we need to be more conservative with this and would like to start with scenario one.

The board consensus was to continue conversations with the church and see where the district is headed in the next month. They would also like to see scenario three vetted out with more revenues. Vice President Keefer requested for this to be discussed at the next meeting and to put it on the agenda.

5. COVID-19 update- Jennifer Holland, Executive Director

Executive Director Holland provided an update regarding the impact of COVID-19 on the district and how the district is moving forward to implement new measures- meeting CDC



guidelines. This also included the three re-opening phases for the district, noting these could change daily.

President Tryens asked what would happen if the district does not go into phase two on June 22<sup>nd</sup> and what the procedures would look like for checking children into camp. Executive Director Holland responded by stating that with the information we have now, the district will continue to move forward unless we hear otherwise, and this is something we can discuss again at the next board meeting. Regarding the check-in procedures for camp, staff will be signing the children in, parents will not be allowed to bring the kids into the building, staff will be taking temperatures and asking health related questions. If a child is exhibiting symptoms, they will not be able to enter the program. President Tryens asked if there is any advice from SDAO in terms of liability insurance for a COVID-19 outbreak at SPRD. Executive Director Holland said yes, she has talked with SDAO and indicated if the district is making every effort and attempt to follow CDC and state guidance, the district won't be held liable.

Vice President Keefer motioned to temporarily approve programs running under cost recovery percentages enabling the district to restart programs while also meeting new expectations placed upon youth programs. Treasurer Tehan seconded. Motion carried unanimously.

6. Executive Directors Report/Board Member's Updates
  - a. Summer Meeting Schedule

Executive Director Holland suggested the district reduces the amount of board meetings for the summer. The board insisted they are available whenever support is needed and will support the decision to reduce the amount of board meetings conducted. The normal board schedule will resume in September.

7. Adjourn the Meeting

Board President Tryens adjourned the meeting at 7:02 p.m.

Respectfully submitted,  
Sarah Hyatt, Recording Secretary  
Approved by the Board of Directors on June 23, 2020