



# BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

**December 15, 2020- 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 into the meeting may submit a written question or comment by emailing [SPRD@sistersrecreation.com](mailto: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 the 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 4:35 p.m.

Zoom Attendees: Bob Keefer, Board President, Jeff Tryens, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, and Kelsi Erickson, Recording Secretary

Absent Board Members: Heath Foott, Board Member

- 2. Welcome visitors - Bob Keefer, Board President.....5 min.
  - a. Public comment period (read any public comments submitted via email or mail)  
No visitors.

- 3. Review and consider approval of consent calendar - Jennifer Holland, Executive Director.....5 min.
  - a. Meeting minutes: November 24, 2020
  - b. September Financials
  - c. Approval of sick and vacation time policy

Vice President Tryens moved to approve the consent calendar as presented. Treasurer Tehan seconded the motion. Motion carried unanimously.

- 4. Review and consider acceptance of October Financials - Sarah Hyatt, Business Operations Manager.....15 min.
  - a. Cover memo and supporting documents

Items presented in the October financials packet encompass all income, expenditures, monthly merchant fees, and payroll.

Treasurer Tehan clarified that the adjustments on the balance sheet had to do with the preschool deposits being zeroed out. She believed an additional \$5000 of possible income would be entered due to deposits being allocated towards the use of preschool attendance. Business Operations Manager Hyatt confirmed this was correct.

On the profit and loss statement, Treasurer Tehan noted that she thought the \$57,876 was entered based on the department that was being reimbursed. Business Operations Manager Hyatt confirmed that it was broken down between Recreation, Administration, and Care. Treasurer Tehan explained that the breakdown does not show up on the summary page so viewers cannot see what the net effect of the programs is. Business Operations Manager Hyatt explained she will break down the financial summary in a way that the board can see where those dollars are being allocated. Treasurer Tehan went on to express that income and other expense items are broken down on the spreadsheet so when viewers see



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

the sole lump sum amount, it is hard to get a feel of what programs have been subsidized by grants. Business Operations Manager Hyatt said she will adjust this.

Discussing materials and services, Treasurer Tehan inquired about the more costly items purchased which usually are not \$15,000. Executive Director Holland explained that some large items tied to the administration materials and services in either October or November were two laptops in preparation for remote work from home as well as new trash cans throughout the Coffield Center and added trash cans to the Annex gym which equated to about \$5,000. The district also purchased quick disinfecting spray guns nearing \$2,000 and a set of new picnic tables and trash cans for outside the Coffield Center, roughly \$10,000. She clarified the outdoor picnic tables and trash cans would be in the November budget under 'outside facility maintenance' costs. All purchases are reimbursed by a COVID grant. Executive Director Holland also expressed that she believes these purchases add value to the district since they can be utilized in parks both during the pandemic and long after the pandemic is over.

Treasurer Tehan asked Executive Director Holland to clarify the purpose of capitalizing on an item (for example, the laptops purchased) and what the dollar amount needs to be for a purchase to be capitalized. Executive Director Holland explained that the dollar amount would need to be \$3,000 but must be for an individual item and not a bulk order price. Thus far, the district has not purchased any items they would capitalize on.

President Keefer asked Executive Director Holland and Business Operations Manager Hyatt to create a document to have that displays the cost of all things COVID-related and what the district was reimbursed for as a public information piece. Vice President Tryens asked if Executive Director Holland and Business Operations Manager Hyatt could also include a breakdown of what parts of the public information piece were expenses in the approved budget and what was above and beyond the budget (for example, the picnic tables and trash cans). Business Operations Manager Hyatt said she can run a report and asked if the board would like an itemized list as well. President Keefer explained he would like to see the larger items itemized (such as laptops, picnic tables, etc.) but to bulk the items which were purchased in large amounts (such as the cleaning supplies). President Keefer also recommended the district reconsider the budget as it has been affected by COVID. Business Operations Manager Hyatt expressed that February would be a good time to revisit the budget.

Treasurer Tehan explained that the board needs to adjust the budget to allocate for grant dollars the district has received that were not in the original budget. Executive Director Holland explained that the adjustment comes in when the district is looking at spending over the authority level, which it has not done. She expressed that a budget analysis was run before the board meeting to gather if the district would be going over its allocation based on how the spending has been put in place. She disclosed that it looks like the district will exceed the budget for materials and services specifically towards year-end. In response to this, the district will be doing a supplemental budget in the next month or two to adjust those authority levels and align them with where the district ended up due to COVID reimbursement expenses.

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

Items presented in the November financials packet are in draft form and have not been reviewed and discussed with Treasurer Tehan and the staff. Presenting the November draft financials allows for the



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

board to have up-to-date financial situational awareness. Numbers in the packet are subject to change as November payroll is completed and merchant fees are assessed.

In response to the money market on the balance sheet, Treasurer Tehan commented that the tax revenue lump sums are adjusted and there are some larger ones in March as well as May or June. Business Operations Manager Hyatt explained that for July, the district did not receive any tax revenue. However, the district did not anticipate receiving as much as it did this fiscal year.

Treasurer Tehan pointed out that the November property tax total is around \$178,000 and asked if that is what the district has received year-to-date. Business Operations Manager Hyatt confirmed that is correct for November. Treasurer Tehan asked if Business Operations Manager Hyatt knows what the district has received since then. Business Operations Manager Hyatt answered that the district has received approximately \$516,000, give or take a few dollars.

Treasurer Tehan explained that what the district has collected is more than what was budgeted for and this would be beneficial when redoing the budget. Vice President Tryens asked if the district underestimated the base of property taxes or if the district received a higher collection rate than was expected. Executive Director Holland explained that was information the district would need to gather from the tax assessor. However, it was something the district would need to reassess every year as more houses are being built.

President Keefer expressed that the district should move forward with the idea in mind that looking at historical records of previous property tax records will be helpful. The district does not want to leave any money on the table because when that happens, it means something is not being provided to the community that could have been.

Vice President Tyrens moved to approve the October financials as presented. Secretary Vasquez seconded the motion. Motion Carried unanimously.

6. Update on phase 2 of SCC Student Center rental - Jennifer Holland, Executive Director.....25 min.
  - a. Cover memo & supporting documents

At the July 28, 2020 board meeting, the board approved a lease agreement for Sisters Community Church's Student Center. Due to COVID-19 and the unstable environment at the time, the board requested a phased-in approach to the rental. Phase 1 of the rental includes three classrooms to operate the preschool, the gym, restrooms, workroom, and playground for \$2,000/month. Phase 2 would encompass the entire facility in addition to the adjacent Hanger facility for \$2,750/month. The increased rent in phase 2 would be covered in part by registration fees for increased programming made available by the additional space. It was anticipated in July that the district would move into phase 2 in January 2021.

Given the current restrictions in place, district management recommends a delay into phase 2 until February 1, 2021, with a possible extension based on county risk ranking. Management will reassess the situation in mid-January and discuss the timeline at the January 26, 2021 business meeting. This approach has been discussed and is supported by the Sisters Community Church.



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

Treasurer Tehan asked if the time frame would be alright with the church, given its short notice.

Executive Director Holland expressed that the church is very supportive and will remain flexible as the district tries to move into phase 2.

Vice President Tryens asked Executive Director Holland if she has given any further thought to zoning restrictions the district has for using the rest of the space in the church. Executive Director Holland expressed that she had a conversation with Nicole Maddell, who oversees zoning requirements in the city of Sisters, who also spoke with Cory Misley, the city manager, and expressed she felt the primary use was veering away from the intent of the building and with SPRD being a public entity, not a church organization, the district would need to go through a rezoning application and approval process.

Treasurer Tehan asked if that zone was UAR (Urban Area Reserve – 10 acres minimum). Executive Holland said she was unsure what zone the property was listed under, but Nicole had expressed to her that the plan for the property is to rezone it through the comprehensive planning process to have it utilized for more general recreation use.

Vice President Tryens explained that he and Executive Director Holland had originally considered the space to be used for offices utilized as a non-profit hub of sorts. Executive Director Holland said that was correct and rezoning would be required, not just approval of use.

Treasurer Tehan asked if she was correct in thinking that another opportunity previously considered was for a community college to rent the space and utilize it for classrooms. Executive Director Holland confirmed this and expressed rental for classroom space would be a facilitated service which was still allowable and is something the district would consider as they expand.

President Keefer would like it to be noted that the board agrees with Executive Director Holland’s motion to delay phase 2 of Sisters Community Church Student Center rental until February 1, 2021, with a possible extension based on county risk ranking.

- 7. Winter programming update - Jennifer Holland, Executive Director.....15 min.
  - a. Cover memo & supporting documents

SPRD’s winter program season is January 1-March 31. In anticipation of increased COVID concerns and restrictions in the winter months, staff surveyed the community to gauge people’s interest in participating in programs and the ideal location for said programs (indoor/outdoor/virtual). This survey was sent out to all school district families as well as to all SPRD e-newsletter recipients. There was a total of 145 surveys completed. While the total number of surveys completed was low, it is important to note that these interests were demonstrated through registration trends this past summer and fall.

Treasurer Tehan asked if Recreation Coordinator Huber looked at offering a program with Hoodoo. She knows that the district cannot offer their typical transportation key during the pandemic but SPRD could still potentially offer a discounted pass. Director Holland expressed Coordinator Huber did investigate offering a discount program with Hoodoo as they are not offering night skiing classes this year due to limitations in the lodge. However, Recreation Coordinator Huber asked Hoodoo if SPRD could still offer their discounted passes but was not met with the typical response they usually receive. It is still an option being explored by the district.



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

Vice President Tryens expressed that he believes COVID cases will go up and SPRD should have a contingency that states 'until the end of April, the district will not be safe to do anything'. Executive Director Holland commented that the community response indicates people are interested in participating in activities so long as they are outside. She believes that if the district can accommodate these activities safely, then they need to make an effort to do so. Vice President Tryens agrees with Executive Director Holland's statement but simply is not as hopeful that cases will go down. President Keefer clarified that Director Holland is not saying she believes cases will go down, but simply wants the district to be prepared if they do. Vice President Tryens would like the district to be prepared in case the opposite happens.

8. Executive Director report - Jennifer Holland, Executive Director.....10 min.
  - a. Coffield Center lease
  - b. Property update

Executive Director Holland has been in contact with Neighbor Impact who is the agency that oversees Head Start and Early Head Start. They are interested in renting a room at the Coffield Center to operate their Early Head Start program. Executive Director Holland has been working with Neighbor Impact to write up a lease agreement draft which she will then present to the board in January.

In response to property updates, President Keefer commented that the project is a long way from being complete but at least SPRD is opening the door. Both he and Executive Director Holland understand that there are many restrictions on the district when it comes to this project so the more partners they can collaborate with, the better standing the district will be in.

9. Board Member updates

Secretary Vasquez updated the board on the last SOAR Foundation meeting. Tom Bracken, SOAR Foundation President, made it a priority to gather funding with the optimistic outlook that a day will come when SOAR needs to contribute money for SPRD to move ahead with various projects. Gary Ross, SOAR Foundation board member contacted First Story, a giving wing of the Hayden Foundation. The woman he spoke with informed him it was not common for them to donate money to foundations such as SOAR but after speaking with him, she recommended he send in a proposal and they would consider it. Tom also applied to the Autzen Foundation and is awaiting a response from them; The Chambers Family Foundation has not responded yet either. He is checking on foundations with Laird Superfoods and First Interstate to see if he can apply. He received one denial from the Juan Young Trust. Gary proposed contacting Willamalane until Secretary Vasquez informed him, he could speak directly to President Keefer to obtain names of other foundations to which SOAR could apply. There was also talk about creating a SOAR webpage that could be linked to the Sisters Recreation website. Tom will be reaching out directly to Director Holland about that.

Treasurer Tehan informed the board she filed the federal and estate nonprofit returns for SOAR Foundation. She also had one note for Executive Director Holland regarding Recreation Coordinator Huber about the drug prevention coalition he is working with. She stated that it was believed their committee is still holding money for a TAPS group, which stands for Think Again Parents, an organization that advocates drug prevention. She wondered if there would be any interest in working with them. Executive Director Holland explained that the committee Recreation Coordinator Huber sits on is overseen by Deschutes County Health and their goal is to create a Sisters-based coalition that focuses on the Sisters Community. There may be some potential interest there.



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

Vice President Tryens had no updates for the board.

### 10. Board President updates

President Keefer informed everyone that he was asked to serve on the board for Circle of Friends and will accept the position. He believes it is a great opportunity for Sisters Park and Recreation District to work with a new organization.

### 11. Other business

Zoom meetings will be reevaluated as per Board Member, Heath Foott's request on January 26, 2021, at the business board meeting.

### 12. Adjourn meeting

President Keefer adjourned the meeting at 5:42 p.m.

#### Upcoming meetings/important dates:

December 25, 2020	District closed- Holiday
January 1, 2021	District closed- Holiday
January 12, 2021	Board Work Session
January 26, 2021	Board Business Meeting

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on January 26, 2021