



# BOARD OF DIRECTORS WORK SESSION MINUTES

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

March 9, 2021- 4:30-6:30 p.m.

SPRD Board of Directors meetings are open to the public via Zoom by following this link:  
<https://us02web.zoom.us/j/4594870728?pwd=YVJ0VmF0TjhLMkhtUjh0YjgzZGs0QT09>

- 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.

Board Member Attendees via Zoom: Bob Keefer, Board President, Jeff Tryens, Board Vice President, Peggy Tehan, Board Treasurer

Expecting Members: Heath Foott, Board Member joined the meeting at 4:57 PM

Absent Board Members: Rosemary Vasquez, Board Secretary

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

Visitors via Zoom: Curt Scholl, SSD Superintendent joined the meeting at 4:38 PM

No adjustments were presented.

- 2. Sisters School District Update- Curt Scholl, SSD Superintendent .....20 min.
  - a. Cover memo

Curt Scholl and Jay Wilkins were invited to the board of directors’ work session to provide an update on the school district bond measure that will be on the ballot this May. They will discuss why the district is seeking a bond and the intended outcomes if they are successful in passing the measure. There will be an opportunity for the board to ask follow-up questions after the update.

\*Jay Wilkins was not in attendance at this work session.

Vice President Tryens asked how long the new building would last before Sisters County outgrew it again. Superintendent Scholl explained that if the City were to grow rapidly, then it would be a different discussion. However, at the current rate, he believes it will last Sisters roughly 10 years.

Treasurer Tehan asked what the change in enrollment has been for the 2021 year. Superintendent Scholl answered that when he first arrived in Sisters, growth was flatlined with enrollment at roughly 1,000 students. Now, the school is at 1,060 students enrolled. He went on to compare this to the original data when he arrived stating there were 170 students per grade in the high school versus the 400 per grade that is now attending. He pointed out that growth in these numbers over the last 5 years, with the



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transition from high school to elementary and their current numbers, signifies there is more growth at the elementary school level compared to where the high school used to be.

Vice President Tryens asked if there was anything noteworthy about Sister's growth. Superintendent Scholl responded that there is a bump in enrollment with certain grade levels compared to others. He gave the 7<sup>th</sup>-grade class enrollment as an example, being there are 107 students versus the 8<sup>th</sup>-grade enrollment which is at 97 students. He pointed out that Sisters was the fastest growing city in Oregon for the past 10 years and the school district is seeing that growth due to new jobs and companies coming in, bringing more families with them.

Treasurer Tehan asked what the total amount of the school district's bond would be. Superintendent Scholl answered it would not exceed 33.8 million and it would not increase taxes. Treasurer Tehan asked how much it would cost to build an elementary school. Superintendent Scholl answered the cost of construction would be projected at 29.5 million at today's current rate.

Vice President Tryens expressed that Sisters Park and Recreation District [SPRD] and Sisters Country Vision [SCV] were leading the charge to convert the elementary school into a community center. He asked Superintendent Scholl how the building may be 'disposed of' after the new elementary school is built. Superintendent Scholl responded that this topic was a high priority on the city's list, however, they have pumped the breaks on discussing it as they are waiting to see what the result of the bond measure will be.

Vice President Tryens stated that if the bond measure is successful, he does not imagine it makes much sense to have the school district administration building on the opposite end of town and asked Superintendent Scholl what he would be willing to offer SPRD to purchase the Coffield Center. Superintendent Scholl expressed that if the initiative is successful then he will reengage on May 19<sup>th</sup> to work out the details of the school district's partnership with SPRD.

President Keefer asked about the size and capacity of the school now versus what the new school would be able to hold if it is built. Superintendent Scholl states that the current elementary school is struggling to maintain three classes per grade level. The new building would look at 4 classes per grade level with a 22:1 student-to-teacher ratio.

Vice President Tryens asked if there were any other money matters on the ballot aside from the Cloverdale Fire. Superintendent Scholl said he was not aware of any others.

3. Discussion on health care dependent options – Sarah Hyatt, Business Operations Manager.....15 min.
  - a. Cover memo and supporting documents

The district currently provides full-time employees with health insurance at no cost to the employee, or the option to 'opt-out' and receive a monthly payment of \$250 if they can demonstrate current health insurance coverage. The current policy does not specify whether the district will provide coverage for the employee's spouse or/and family members. Past practice shows that the district has provided this option, however, the employee has been responsible for the monthly premiums. Due to no policy in place, there is room for inconsistencies and errors moving forward.



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Treasurer Tehan asked for clarification regarding a negative effect on the census. She wondered if it had a direct correlation to the people being added. She gave an example regarding an older employee who might want to add their spouse and asked if a scenario like this would impact the census negatively versus one involving a younger employee adding their spouse. Operations Manager Hyatt relayed that the district saw an increase in the monthly premium based on the number of employees on the census. She made a disclaimer that the previous, 2020, year's census was not a comparable year as there were only two individuals on it, but she did know that once the district redid its census to reflect accurate numbers, premiums went up. She stated, regardless of the age of an employee, premiums would go up based on the number of persons listed on the census.

Vice President Tryens asked for clarification on whether having younger staff members would help the census or not. Director Holland explained that the census is based on who is covered by insurance and with that, the insurance company takes into account the employee's age. Director Holland clarified that the purpose of this discussion was to figure out if the board intended to be able to offer extended coverage to an employee's spouse who is covered so long as they pay the difference or not. President Keefer commented that the intent was to cover the employee and give them the option to buy into the program, so long as they paid the additional fee associated with adding family members.

Treasurer Tehan expressed that what has come up now, is the additional staff that may be added. She sought clarification on whether the district's premium would go up if employees who were covered wanted to add their spouse or dependents. Both Director Holland and Operations Manager Hyatt confirmed this was correct. Treasurer Tehan had one more question regarding the insurance policy. She pointed out that the district had more employees opting out of coverage than those taking advantage of the benefit and asked if this changes the policy premium in any way. Director Holland answered, no, the insurance company gives the district a census to fill out, and once quoted a premium, that quote does not change for the entire fiscal year regardless of adding new employees. President Keefer clarified for Treasurer Tehan that the rate stays the same, the district would just need to pay for additional employees. He also mentioned that it does not matter if an employee were to add a spouse or dependent onto their plan because that employee is responsible for paying the additional cost of coverage. He stated that the only risk the district takes is when its employees add a high-risk dependent to the census because it increases the worker's comp rate. He felt this was the real issue at hand but believed the district should take the risk and offer that opportunity to employees regardless.

Board Member Foott joined the meeting at 4:57 PM and was brought up to speed on what had already been discussed.

Board Member Foott asked what was the ratio of employees offered health insurance to those opting out. Director Holland answered that there are 4 employees covered with 2 opting out. She went on to reassure the board that it is a requirement for employees opting out to show the district proof of insurance elsewhere.

Vice President Tryens asked Director Holland to collect more information from the district's health insurance provider on how their formula for risk management works. He was unsure how risk management is calculated. Director Holland noted this.

4. Board of Directors manual update- Jennifer Holland, Executive Director.....15 min.
  - a. Cover memo and supporting documents



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At the November 10, 2020 board work session, staff presented the board of directors with a copy of the most recent Board of Directors Manual. Staff shared their concerns with this document including inconsistent and repetitive language, as well as outdated policies and practices. The board agreed that the document needed to be rewritten.

Treasurer Tehan felt the draft was more precise and formal which was ideal. She suggested the packet should include the C4C aspect of board meetings under the district overview section. Director Holland answered that the C4C would be in the manual if the board wanted that. However, she said that if the board wanted to change behavioral agreements, they could do that as well.

Vice President Tryens said as a member of the HR Committee, he would be happy to volunteer in assisting Director Holland with assessing which sections of the manual can be sent straight through and which should be reviewed with the board. President Keefer expressed to Vice President Tryens he would like to also be a part of the planning process and recommended he, Vice President Tryens, and Director Holland get together to go over the structure and organization of the manual.

### 5. Community outreach discussion- Jennifer Holland, Executive Director.....30 min.

While this last year has presented many challenges, the district has been able to maintain strong financial health due to a reduction in district overhead, substantial funding from a variety of grants as well as the continued funding from the Local Option Levy. The board requested an opportunity to discuss ways that the district can use some of the money that was saved over this last year for community outreach.

Treasurer Tehan commented that the movie in the park program was looked at previously, but the big issue was with the town's movie house whose owners were not very happy with the idea of SPRD having a free movie night. Vice President Tryens suggested that SPRD hire the movie house to put on the event. Treasurer Tehan said it is a possibility, she just wanted to convey the issue that previously came up and make the board aware of it. President Keefer mentioned he knows the new owners of Sister's movie house and they could be open to forming a partnership with SPRD.

Vice President Tryens wants to figure out how to get money into the hands of businesses that are severely impacted by COVID and provide a service to the community which is in the district's wheelhouse. President Keefer recommended that SPRD figure out a way to sponsor a public event that local businesses can host, where recreation and adventure are represented in the event. He also suggested SPRD committees hold lessons or events where they can make some extra compensation.

Board Member Foott expressed it was important to never compete with local businesses but to instead partner with them. He highlighted that this should be a rule of thumb.

Vice President Tryens expressed he was uninterested in putting on an event dealing with COVID vaccinations because it is out of the district's realm.

Treasurer Tehan stated that it may be a good opportunity to partner with the school district in the playground program or school lunch program in the summer. Director Holland added that this was an excellent opportunity that she is looking into.



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President Keefer asked if there was anything the district could do to help the senior demographic and families that have been stuck inside. Director Holland was appreciative of the feedback and for putting the senior demographic on her radar. She said there are certain programs the district can and cannot do, SPRD just needs to be creative with programming.

Vice President Tryens stated that come May, many of the elderly will be fully vaccinated and asked if the district has put any thought into how they will phase vaccinated programming back into the mix. Director Holland shared that the district is leaning on SDAO for this because they have sent out guidelines and steps to take if 'vaccinated only' programming ensues. However, she clarified many other agencies are veering away from this and recommended SPRD veer away as well.

President Keefer mentioned, before Director Holland came to SPRD, there was talk about utilizing the Lodge and creating a partnership with that clientele. He would like the district to reach out and ask if there is anything they can partner on. He also emphasized the importance of marketing. He feels it is important to let the community know that SPRD is stepping up to the plate for the community.

Treasurer Tehan asked if the SPRD board was to have a unified response to the school district's school bond. President Keefer explained that as individual board members, they can do what they wish but as an organization, it may be viewed differently. He asked Director Holland to check in with Superintendent Scholl regarding any legal obligations SPRD may have with the school district's bond. Director Holland confirmed she would check with him and send out his response via the Director Report.

### 6. Adjourn meeting

President Keefer Adjourned the meeting at 5:58 PM

### Upcoming Meetings/Special Events:

March 23, 2021      Board Business Meeting

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on March 23, 2021