



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

March 23, 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?pwd=YVJ0VmF0TjhLMkhtUjh0YjgzZGs0QT09>

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 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 before 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 4:32 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: February 23, 2021 and March 9, 2021
 - b. January financials

Draft January financials were presented to the board at the February 23, 2021 business meeting. At that time, the January financials had not yet been thoroughly reviewed by Board Treasurer Tehan per district internal control policy. This internal review was completed on March 22, 2021.

President Keefer commented that on the Feb. 23, 2021 minutes, item 9, Recording Secretary Erickson wrote that he used the word adjacent instead of JASON which refers to the July, August, September, October, November months.

Treasurer Tehan also had a correction to be made. She noticed that the minutes for March 9, 2021 reflected there were 170 students total in the Sister’s High School instead of 170 students per grade level.

Vice President Tryens pointed out that the March 9, 2021 minutes stated he ‘relayed’ information. He would like it to say ‘stated’. On pg. 12, he requested that the beginning sentence be omitted and instead state that he asked for clarification. Lastly, on pg. 13, the minutes reflect that Vice President Tryens stated ‘with his HR experience...’ but he clarified that he is a member of the HR committee and his experience was irrelevant in that context.



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Recording Secretary Erickson assured the board she would make all necessary corrections.

Executive Director Holland clarified why the date on the budget summary was January 29th instead of the usual last day of the month. She stated this would be corrected moving forward. Treasurer Tehan added, likewise, the profit and loss statement did not coordinate with the number on the balance sheet. She stated the actual month-end balance sheet she reviewed was just slightly different than that attached in the board packet, but it was not a material difference. President Keefer asked if this meant the board would need to make any changes or if they could accept the financial statement as presented. Treasurer Tehan did not believe any changes needed to be made but wanted to clarify the documents she reviewed were slightly different.

Board Member Foott motioned to approve the consent calendar with appropriate revisions made by Recording Secretary Erickson. Secretary Vasquez seconded the motion. Motion carried unanimously.

4. Receive draft February financials - Sarah Hyatt, Business Operations Manager.....10 min.
 - a. Cover memo and supporting documents

The items presented in the attached packet are in draft form and have not been reviewed or discussed with Treasurer Tehan and the staff. Presenting the February draft financials allows the board to have up-to-date financial situational awareness. The numbers in the attached packet include all income and expenses but do not include payroll or merchant fees.

Treasurer Tehan commented that preschool deposits of \$4,500 were included in the January income. She wanted to point out that when looking at the February preschool income of \$10,000, it does not include the \$4,500 from the month prior. President Keefer asked Treasurer Tehan if she had reviewed the financials being presented. She stated she has not reviewed them but does try to always review the financials presented in Director Holland's packets. She also pointed out that payroll was not included in February's financials and wanted to ensure Operations Manager Hyatt highlighted this as it is the district's largest monthly expense.

President Keefer asked Operations Manager Hyatt to highlight this major change in the cover memo of February's financials so it is on the record. Operations Manager Hyatt confirmed she would do this.

Vice President Tryens asked if there was any new information on what the total tax return revenue would be. Director Holland answered that the district's last check would be coming in the last half of May. Operations Manager Hyatt stated it should be close to \$18,000.

5. Consider approval of updated employee benefits policy- Jennifer Holland, Executive Director, and Sarah Hyatt, Business Operations Manager15 min.
 - a. Cover memo

At the March 9, 2021 board work session, the board was asked if the original intention for employees was to be able to add dependents, at their own expense. It was the understanding of most members that employees were able to add dependents as it was minimal risk to the district due to the employee being responsible for the premium cost for the said dependent.

Before moving forward with the formal adoption of an updated policy, the board requested additional information on how fees are determined to better understand the risk exposure to the district if more individuals were covered on the insurance plan.

Treasurer Tehan asked for clarification about the process with which the insurance company determines the district's rate. Director Holland explained that when the district signs their contract in July, the premium rate becomes fixed and cannot change for the plan's year until the next signing.

Vice President Tryens asked to see the curve of pricing in terms of age for the district. He wanted to see if the district's average age going up or down would be a straight line or exponential. Board Member Foott explained it was not a topic that should be discussed as the district does not discriminate based on age. Vice President Tryens stated he saw Board Member Foott's point but explained that, as a board, they have a responsibility to know what the district's worst-case scenario would be. He stated that with the adoption of this policy, the district may be taking on new dependents, and having as much information about what that will do to the policy is important. Board Member Foott responded that he understood where Vice President Tryens was coming from but went on to explain that the district could collect this information and it probably would not change much in the end.

Treasurer Tehan mentioned that the district's original intent was to offer a benefit to its employees that she hoped many would take. She explained that SDIS was likely aware all their clients were in the middle of a budgeting process and it appeared their census in April would give the district the ability to gather information for new rates to budget accordingly.

President Keefer commented that there is not a great risk or spike that will occur in one year. He explained that the goal of offering insurance was to be viewed as competitive in the benefits package and if the district could not offer insurance to their staff or dependents, they would likely see a high turnover rate.

Vice President Tryens gave a few adjustments to be made in one of the paragraphs that Director Holland will adjust.

Vice President Tryens motioned to approve the updated Medical, Dental, and Vision Insurance policy as presented by staff with a few grammatical changes. Treasurer Tehan seconded the motion. Motion carried unanimously.

6. Executive Director report
 - a. Audit update

Treasurer Tehan explained the accounting firm conducting the audit had asked for an extension through March 31st. She then asked if they added to that extension. Operations Manager Hyatt responded that she asked the accounting firm the same question when she was getting an updated timeline from them. It was explained to her the district has the current extension that was originally given but if they are to surpass that, there will be no penalty.

Vice President Tryens asked for clarification on the finances section of the Executive Director's report. Specifically, he wanted to know where the district was with COVID grant dollars. Director Holland responded that the district has been getting multiple e-mails from SDAO explaining they are working on getting more COVID grant dollars eligible for special districts. Director Holland also explained that the



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Governor had recently released a relief package at the federal level for Oregon, with guidelines explaining what that would entail.

Vice President Tryens asked for an overview of what Director Holland's intended plans for the district at this time were. Director Holland answered that Preschool and Camp SPRD are still running. She mentioned that Camp SPRD's enrollment numbers are not as high as the district would like them to be though. She explained that 'one-off' programs such as Crafty Kids had an excellent turnout. However, certain outdoor sports programs such as lacrosse were not as successful as the district had hoped they would be. She explained that parents seem to respond well to sports programs that are less of a time commitment or are interested in full-time care, such as the preschool. Looking forward, Director Holland stated that basketball in the spring is still an unknown due to it currently being unallowed with COVID restrictions, but the district is focused on having a robust summer.

President Keefer asked Director Holland to explain Superintendent Scholl's response clarifying their role as a board regarding the school's levy. Director Holland explained that the board could take a position regarding a local measure, but it was important to note that whatever the position may be, it must be based on factual information. Vice President Tryens asked if, as an SPRD board member, he could write a letter to The Nugget but could not say he was speaking for the SPRD board. Director Holland said this was correct, he would need to separate himself from the board. President Keefer explained that it was not just with this issue, but any issue, board members cannot represent the district individually without the support of the majority of the board. He recommended as a board they should not take a position considering there are not many facts available at this time.

7. Board Member updates
 - a. SOAR Foundation

Secretary Vasquez had no update on the SOAR Foundation.

President Keefer asked Director Holland if the district would be allowed to access grant money for the youth center. Director Holland explained she would assess what the new OHA guidelines are and could determine if the youth center would be accessible from there.

Treasurer Tehan updated the board on the new capital reserve account. She explained she would be going to First Interstate Bank with Operation Manager Hyatt to get the new account opened.

Vice President Tryens announced that he helped Molly Baumann get on the ballot.

Board Member Foott asked when board meetings would return to being in-person. President Keefer explained that it was agreed upon at the last meeting that April 26th would be the goal date to resume in-person meetings. He explained social distancing and appropriate protocols would need to be in place but anyone who felt more comfortable staying at home and attending via Zoom could do so.

8. Board President updates

President Keefer wanted to thank Secretary Vasquez for her service. Secretary Vasquez expressed her gratitude to the board and recommended that whoever takes her place receive some training or orientation to properly transition them into the position. President Keefer stated that this tied into the



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new board manual and recommended some time be set aside to bring new board members up to date with SPRD practices.

President Keefer asked that Director Holland reach out to Molly Baumann, the potential new board member, to have a conversation about sitting down to go over some important information. Board Member Foott recommended Vice President Tryens reach out to Molly Baumann beforehand to ensure she was comfortable with this. President Keefer agreed this was a good idea.

9. Other business
 - a. May work session

A decision to keep or cancel the May 11 work session will be determined in April.

10. Adjourn meeting

President Keefer Adjourned the meeting at 6:17 PM

Upcoming meetings/important dates:

April 27, 2021	Board Business Meeting
April 29, 2021	Budget Committee Orientation
May 11, 2021	Board Work Session
May 12, 2021	Budget Committee Meeting, Day 1
May 13, 2021	Budget Committee Meeting, Day 2- if needed

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on April 27, 2021