



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

May 25, 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 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 4:36 PM

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: Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, Tanner Cornwell, Program Supervisor, Kelsi Erickson, Recording Secretary

Visitors via Zoom: Kristina Derksen, Black Butte Ranch Resident

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)

Director Holland introduced Kristina Derksen who wanted to discuss the out-of-district policy.

Derksen commented that Black Butte Ranch is very accepting of the Sisters' community but feels it is not a reciprocated effort.

President Keefer commented that this was a conversation the board had with Derksen a year ago which resulted in some policy changes to the district scholarship application. Derksen expressed she no longer qualifies for the SPRD scholarship.

Derksen explained it can feel alienating to pay large tax dollars to the Sisters' school district and community but have SPRD consider her and her child "out-of-district". President Keefer replied that he understands what Derksen is saying but explained that residents who are considered "in-district" are those who pay an extra \$100 per year in taxes which goes directly to SPRD. As Black Butte Ranch residents do not pay this additional tax, that is why there is a higher out-of-district fee for them.

Derksen expressed Black Butte Ranch hosts students from the school district and allows them to utilize the pools and tennis courts. President Keefer agreed that sister's students utilize Black Butte facilities but explained the school district and SPRD are separate entities. However, this could be an area the district works toward in some manner as a trade-off. Until an agreement is established to create a partnership with Black Butte Ranch, President Keefer explained it may not be feasible for the district.

Derksen explained that in the event SPRD comes to Black Butte Ranch for funding, she would vote against it. Vice President Tryens asked Derksen for clarification on what the scenario might be where SPRD would



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go to Black Butte Ranch to seek funding. Derksen explained that Sisters school district seeks funding from Black Butte Ranch often. Vice President Tryens emphasized that the school district and SPRD are separate entities and in the context of being fair, the district must have some policy that recognizes those who pay additional taxes to the district.

Treasurer Tehan asked Director Holland to confirm whether or not SPRD's scholarship program allows patrons, whether they be in-district or out-of-district, to apply. Director Holland answered that the new guidelines for SPRD's scholarship program, which the board approved, allow families who reside within Sisters' school district, or who have kids who attend Sisters' schools, to apply for scholarship dollars.

President Keefer thanked Derksen for stepping forward and offering her thoughts on how the district can continue to improve equitably. He conveyed it is never the district's intent to alienate citizens but in terms of equitability, those who are in-district do pay more to SPRD (in terms of tax dollars) than those who are out-of-district.

Derksen commented that she wants to be seen as a community and not an "in-district" or "out-of-district" family. President Keefer replied that the district would consider expanding its boundaries and viewing Sisters as one large service area in the future.

Kristina Derksen left the meeting at 4:44 PM

3. Welcome and introduce Tanner Cornwell, Program Supervisor5 min.
4. Review and consider approval of consent calendar - Jennifer Holland, Executive Director.....5 min.
 - a. Meeting minutes: April 27, 2021
 - b. March financials

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

5. Receive draft April 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 April draft financials allows for the board to have up-to-date financial situational awareness. The numbers on the balance sheet and profit & loss statement include revenues but do not encompass payroll, employer 401k contributions, or merchant fees. However, the percentages on the profit and loss statement do include those items but are subject to change once the month-end process has been completed.

Treasurer Tehan pointed out that the April profit and loss statement has a large sum of \$8,600 in the 'professional fees' category due to the audit work that Pauly Rogers & Co. completed.

Treasurer Tehan explained that the large checking balance SPRD has puts the district in a situation it has not been in before. With the large sum of \$700,000+, SPRD faces some additional insurance tax with FDIC due to having the large sum in one bank. She commented that federal insurance tax only covers up to \$500,000 per depositor. Treasurer Tehan proposed that the district open up a new bank account with another local bank and move the additional funds into a savings account. She recommended moving \$225,000 into the savings account so the district's current bank account would be under \$500,000.



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President Keefer asked Treasurer Tehan why the district would not consider putting their money into a local government investment pool with the state of Oregon. Treasurer Tehan answered that she was not aware of this option and only recommended the new bank account as it would be easy to access and transfer funds.

Treasurer Tehan asked President Keefer if he was discussing a banking industry that is with the state. President Keefer confirmed he was and explained the local government investment pools are utilized to pool money from local governments and keep it at low risk, similar to what the district is receiving now from First Interstate Bank. He added that it would be a simple matter of electronic transfer to access funds and it should be considered. Treasurer Tehan agreed.

Treasurer Tehan recommended that SPRD speak to Tracy J, the Pauly Rogers & Co representative, about what options she recommends as well.

***Action item** Director Holland and Operations Manager Hyatt will gather more information on options as to what the best route with this excess amount of funds will be. Both women agreed to do research and call a meeting with President Keefer and Treasurer Tehan to discuss these options within the next few weeks.

6. 3rd quarter review- Jennifer Holland, Executive Director, and Sarah Hyatt, Business Operations Manager.....20 min.
 - a. Cover memo and supporting documents

The FY20/21 3rd quarter financial report recaps numbers presented in the January, February, and March financials. Please note that the board approved a budget adjustment on February 23, 2021. The numbers reported in the 3rd quarter report are reflective of the approved adjusted budget. 3rd quarter numbers have not been reviewed collectively by Treasurer Tehan but individually through the month-end process. At the end of the 3rd quarter, the district was at 75% of its fiscal year. This percentage is a guiding point that is one factor in determining if the district will meet budgetary goals by the end of the fiscal year. Other factors include timing of large contract payouts and intake of registrations for larger seasons (historically these occur in fall and late spring).

In addition to presenting the 3rd quarter financials, staff will also update the board on year-to-date scholarship allocation and utilization as well as progress on strategic plan action items.

Treasurer Tehan asked if scholarship dollars for the next fiscal year are already being utilized. Director Holland explained that some are and some are not. To allow families who want to utilize scholarship dollars when registering for summer programs to secure a spot immediately, it was arranged in the district's system to allow staff to utilize appropriate scholarship funds from each FY. However, Director Holland wanted to clarify that the numbers being reported on in the 3rd quarter review only encapsulated scholarship money from FY 21.

Vice President Tryens asked what the blacked-out rectangles on the strategic plan indicated. Director Holland explained that it meant the district had not yet started the project; she will add a key to the document. Vice President Tryens asked if the red was similar in stating it was 'delayed due to covid'. Director Holland responded that the red was an update indicating items were to have been started earlier in 2020 or 2021.



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Vice President Tryens commented that there was unclear language on the document. For example, some areas indicated they were “completed and ongoing”. He recommended Director Holland reword that. Director Holland explained that some items need to be completed annually or every other year, etc. and this was why the wording expressed ‘ongoing’. Vice President Tryens suggested putting “completed for (insert year)”.

- 7. Budget process feedback - Jennifer Holland, Executive Director.....10 min.
 - a. Cover memo and supporting documents

As the FY22 budget process is in its final stages, staff are reflecting on this year’s process. Staff is requesting feedback from the board regarding what worked well and which areas could be improved. The staff has already identified a new timeline for the budget process. This timeline is captured in the draft FY23 budget calendar that is attached. New items have been added to the draft budget calendar to ensure they are not overlooked during the budget process. These items include the review and adoption of both the 5- year capital improvement plan and district pay scale.

Treasurer Tehan recommended a final check be done before all meetings. She also emphasized timeliness to ensure everyone has the documents with enough time to review them before the budget meeting.

Vice President Tryens would like to see a comparison of SPRD with other Park and Rec districts that allows him to see how the district is doing. He would also like SPRD to have a zoom meeting with the budget committee to gather feedback on how the district can make the budget season a more meaningful process for them.

President Keefer recommended the district utilize budget orientation meetings to be a platform where committee members get to be more involved. He also recommended the district begin thinking about a 5-year revenue plan. Lastly, President Keefer wants the district to look at this process from a long-term lens to identify trends and how funds can be spent most efficiently.

Board Member Foott asked if Director Holland had already asked for feedback from budget committee members. Director Holland said she is going to be sending out a google survey to gather feedback. Treasurer Tehan recommended that Director Holland include in the survey a question regarding whether or not budget committee members would like to receive updates throughout the year. She explained sending out monthly financial reports to the budget committee members might be an option. Director Holland suggested the quarterly reports might be a good document to send out.

Vice President Tryens asked that Treasurer Tehan offer training on how to read a balance sheet. Board Member Foott suggested the staff put together a training e-mail that contains a series of videos that teach members how to read a balance sheet, etc. He stated it would be a good start to the training process. The board agreed with this idea.

- 8. COVID update- Jennifer Holland, Executive Director.....15 min.
 - a. Cover memo

As COVID restrictions begin to lift and past state, federal, and OSHA guidelines change quickly, the staff wanted to update the board on how these changes will impact the district and programming going forward.



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President Keefer asked what Parks and Rec best practices are when it comes to allowing or not allowing patrons to be mask-less when entering district buildings. Director Holland responded she has only spoken with Willamalane and Bend Parks & Recreation District but it is too soon to say how well each of their decisions is working.

Board Member Foott recommended the staff be the ones who make the decision to enforce a mask mandate or allow patrons to enter district buildings with no mask on. He also recommended that the staff ensure they are following CDC guidelines and stand by whatever decision they make.

Secretary Vasquez commented it would be a good idea to have the decision of Director Holland and staff be fully supported by the board.

President Keefer commented in regards to programming, he would prefer the mask or no mask decision be made consistent across all programs.

Board Member Foott left the meeting at 6:03 PM

President Keefer asked Director Holland to come back on June 8th and give an update to the board on what decision was made.

9. Executive Director report
 - a. Written report with 6-month outlook

Vice President Tryens asked that Director Holland set up a tour of the elementary school so the board can see the building and what its potential is. Director Holland answered that she would set something up with Curt Scholl and get that discussion going.

10. Board Member updates

Treasurer Tehan asked if SPRD would have any involvement with the farmer's market this year. Director Holland answered that she recently reached out to Audrey Tehan, Seed to Table CEO, about having a district table once a month at the market.

Vice President Tryens asked if the district was looking for volunteers for Crest the Cascades. Director Holland responded that she is in contact with STA about filling some of the aide station spots but is waiting for their confirmation. In the event they are not able to fill the spots, Director Holland will reach out to board members to let them know by the end of the week.

11. Board President updates

President Keefer asked that Director Holland speak with Curt Scholl about the commitment of having a public process with the elementary school regarding what they might want to do with SPRD.

The June 8th meeting will be held in person, with no masks required, so long as the staff present is fully vaccinated.

12. Other business



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No other business.

13. Adjourn meeting

President Keefer Adjourned the meeting at 6:18 PM

Upcoming meetings/important dates:

June 8, 2021	Special Board Meeting
June 19, 2021	Crest the Cascades
June 22, 2021	Board Business Meeting
July 13, 2021	Board Work Session
July 27, 2021	Board Business Meeting

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on June 22, 2021