



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

June 8, 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=YVJ0VmF0TjhLMkhtUjh0YjgzZGs0QQTO>

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 4:31 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

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. FY22 budget adoption- Jennifer Holland, Executive Director.....30 min.
 - a. Cover memo and supporting documents
 - b. Hold a public hearing on the FY22 approved budget
 - c. Consider adopting the FY22 approved budget

i. Sample motion: Move to approve resolution 2021-09, adopting the FY22 Sisters Park & Recreation District budget in the amount of \$ 1,877,977, imposing a permanent tax rate of \$0.22/1,000 of assessed value and a local option levy tax rate of \$0.15/1,000 of assessed value.

The SPRD budget committee met on May 12, 2021, to hear the budget message and consider approval of the proposed FY22 budget. The budget was approved as presented by the committee. Staff is not recommending any adjustments to the approved budget.

Local budget law requires that the board of directors adopt the budget after the budget committee has completed its deliberations and approved the budget. A notice of the budget hearing, form LB-1, was published in the Nugget on May 26, 2021, and was also posted at the Coffield Center, consistent with the timelines required by local budget law. A copy of the approved budget has been available for inspection by the public on our website.

Approving resolution 2021-09 adopts the FY22 budget and levies the permanent and local option level property taxes consistent with the approved budget.



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

Board member Foott asked if anything was planned or budgeted for regarding the latest go-around of funds for which the district did not get approved. Director Holland responded that the district budgeted with the anticipation they may get denied but explained if the grant dollars did not come through, SPRD would simply not spend money on the COVID-related line items they planned to purchase with the grant dollars. She mentioned there are other grants the district has applied for and more may become available in the future as well.

Board member Foott asked if the special district's money does get approved, would it just be a bonus for the district? Director Holland affirmed this. President Keefer commented that the district is already prepared for this money to come through and therefore would not need to complete a budget adjustment.

President Keefer opened the public hearing on the FY22 approved budget at 4:37 PM

No visitors in attendance.

President Keefer closed the public hearing on the FY 22 approved budget at 4:37 PM

Secretary Vasquez motioned to approve resolution 2021-09, adopting the FY22 Sisters Park & Recreation District budget in the amount of \$ 1,877,977, imposing a permanent tax rate of \$0.22/1,000 of assessed value and a local option levy tax rate of \$0.15/1,000 of assessed value. Treasurer Tehan seconded the motion. Motion carried unanimously.

4. Receive update on FDIC and Local Government Investment Pool financial options – Sarah Hyatt, Business Operations Manager.....15 min.
 - a. Cover memo

At the May 22nd board of directors' business meeting, Treasurer Tehan brought up a concern regarding the district's funds residing in one financial institution. Treasurer Tehan's main concern was the potential for all district funds to not be insured under the Federal Deposit Insurance Corporation (FDIC) now that the district consistently has over \$250,000 in the bank. The board asked staff to investigate this concern and report back on findings. The board also requested that staff research Oregon's Local Government Investment Pool (LGIP) and provide information back to the board regarding the pros and cons.

Operations Manager Hyatt stated that with First Interstate Bank (FIB), the district has unlimited FDIC coverage. Vice President Tryens asked for clarification on whether this meant the district has unlimited FDIC coverage up to \$250,000. Operation Manager Hyatt answered, no, that what unlimited coverage in this situation means is if the district has \$700,000 in their bank account, it's fully covered. Treasurer Tehan commented that she was not aware of this at the May 25th board meeting. She went on to explain that generally a depositor is only guaranteed coverage at \$250,000 but government entities are fully covered at no additional cost.

Operations Manager Hyatt reassured the board that there are over 1,000 government entities that contribute to the LGIP. She explained both the bank and investment pool would allow the district to enroll in ACH bill pay. Lastly, by utilizing FIB, the district has local representation available.

Treasurer Tehan commented that when talking about a portfolio, it is typically one where the business would have stock or some other diversified account. She stated that moving money into an LGIP account would increase the interest SPRD earns. She asked if LGIPs have online accounts and whether they could be linked directly to the district's bank account. Operations Manager Hyatt responded that she was



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

unsure if the LGIP could be directly linked to the district's FIB account but ACH was available with a one-day turnaround.

Vice President Tryens asked how Director Holland and Operations Manager Hyatt felt about the LGIP from an administrative standpoint. Operations Manager Hyatt answered that setting up the LGIP would be fairly seamless. Director Holland commented that the only hesitation they had was with FDIC insurance. She went on to explain that the LGIP appears to be low risk and offers a good return on investment. However, if SPRD were to invest \$100,000-\$200,000 and it went away, this would have a sizeable impact on the district. With LGIP being a fairly new concept to the district, Director Holland would like to continue speaking with the financial oversight committee to discuss the best financial options.

***Action Item:** President Keefer recommended that the staff do more research on options and hold a meeting with him and Treasurer Tehan. He also suggested the staff speak with other local districts to see what they are doing.

5. Youth program access - Jennifer Holland, Executive Director.....15 min.
 - a. Cover memo

Youth programs and services have always been a priority for the district. The district was founded with the sole focus of providing an afterschool program for the community. Over the years, the district has increased its program offerings and services to include patrons of all ages. However, accessible youth programs remain a priority. District staff and the board of directors are aware that fees can be a barrier to participation from families, especially if there are contributing factors, such as out-of-district status or multiple children in a household. While the district has a very generous scholarship program, at times, it is not enough for families.

That being said, SPRD has a history of working with community-based organizations to leverage resources and reduce the financial impact of qualified families. These agencies include Circle of Friends (COF), Housing Works, Every Kid Sports Pass (formerly known as Kids in the Game), and Family Access Network (FAN).

Vice President Tryens asked if the previous balance Circle of Friends accumulated had been taken care of. Treasurer Tehan responded that, yes, it had. Director Holland added that SPRD now bills COF when a family utilizes their services. President Keefer added that the COF balance was drawn down and then COF requested to manage the remaining funds themselves.

Director Holland commented that it was not in the supporting documents, but Employment Related Daycare (ERDC) through the state of Oregon is another big resource that SPRD closely works with to help families cover the costs of childcare. ERDC is accepted for preschool, day-camps, and kids club.

Board Member Foott wanted to clarify that Director Holland was conveying that the district is wanting to try anything to increase the out-of-district participation for those families who are out of SPRD's taxable limits (i.e., Black Butte Ranch (BBR), Camp Sherman, and Cloverdale residents). Director Holland confirmed this was what she was saying. She then added it could be argued BBR residents have recreation services on the ranch but pointed out that they are not youth-focused. And the same could be said for Camp Sherman and Cloverdale residents. Director Holland expressed children who attend Sisters' School District feel like they are part of the community but then feel left out when registering for SPRD programs due to being labeled out-of-district. She clarified she agrees an out-of-district fee is necessary for those



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

not paying the same tax that in-district families pay but she does not feel it is entirely fair for children who want to participate in programming to be hindered by the increased fee. She would like to start looking for creative solutions to this situation.

Board Member Foott asked President Keefer and Treasurer Tehan how this topic has been discussed in the past. Treasurer Tehan responded that Kristina Derksen, who was in attendance at the May 25th business meeting, was the first community member to ever bring up the issue. However, Treasurer Tehan also commented that she was unsure the district had an out-of-district fee set up previously the way it is now. Director Holland confirmed that the former out-of-district fee was \$5/ day for a one-day program and \$10/ day for multi-day programs.

Board Member Foott asked what is the difference for out-of-district fees currently. Director Holland answered that it was a 30% increase from the in-district cost. (Ex. If a program costs \$100 for in-district families, the out-of-district price would be \$130). This 30% increase does not apply to SPRD's preschool or any programs that are directly linked with the school district.

Board Member Foott asked Director Holland if her general feeling was that the district would benefit from having more people in the local community utilizing SPRD services. Director Holland answered that she agreed with this and explained kids should not lose out because of the out-of-district fee. She made it clear that she was not stating she wanted to get rid of it, but she does want to help break down barriers for these families.

Vice President Tryens asked how many children living in BBR and Camp Sherman attend Sisters' Schools. Director Holland answered that based on numbers from individuals she has spoken with, it appears Camp Sherman has about 15 kids and BBR has anywhere from 5-7. Vice President Tryens suggested calling BBR to see if residents would be interested in covering the costs of these few families who need assistance. Board Member Foott commented that it may be a potential solution that is hard to manage. Vice President Tryens disagreed but offered the idea of getting scholarship programs set up for kids in these areas, fully funded by the respective residents (BBR and Camp Sherman). He said it would be similar to the COF and Housing Works set-up.

Treasurer Tehan thought Vice President Tryens was on the right path. She expressed that a scholarship campaign for those communities would be a great idea if a case can be made that there is a need for it.

Secretary Vasquez commented that there are 20 out-of-district kids in BBR and Camp Sherman. She pointed out that the district scholarship fund is not as utilized as staff would like it to be so why not let the out-of-district families apply for it? Director Holland confirmed that out-of-district families can apply. Secretary Vasquez recommended more outreach be conducted to ensure all families know about it.

President Keefer stated a potential change to the policy could be families still apply for the scholarship program but they (the parents) pay the 30% surcharge. As a board, the policy could state "with the exception of youth programs". So, in the event an adult from Camp Sherman wanted to participate in a fitness class, they would pay the 30% increased fee but their child would not need to.

***Action Item:** President Keefer asked that Director Holland reach out to the School District and attain the actual number of kids who are enrolled from BBR and Camp Sherman. Director Holland said she would do this.



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

President Keefer touched on the idea of a buy-in option. Where families from out-of-district areas could pay the same tax rate for their property (which in BBR, he said, may equate to roughly \$130 for the year) and this would get them the in-district program pricing for the fiscal year. He commented that this may be a viable option for frequent program goers.

President Keefer also wanted to discuss the concept of “all kids in the sisters’ school district are SPRD kids”, which he supports but does not necessarily seem to be the case for the school district. He gave an example of the basketball tournament SPRD put on where the school district charged a non-profit rate plus additional fees to host the tournament. He offered the idea that in return for offering all kids the same rate for programming, the school district could give SPRD an even better rate for utilization of their facilities. He said some type of reciprocal agreement could be formed where a discount is given and that way SPRD does not need to charge as high of program fees to patrons.

Vice President Tryens reiterated what Secretary Vasquez mentioned by stating he believes the best option is to push scholarships and get the word out that they are available.

Board Member Foott asked Director Holland why she felt scholarships are underutilized. Director Holland responded that she felt people are afraid to ask but explained it was part of the reason why the district changed the scholarship application to be all online.

Treasurer Tehan recommended Director Holland also ask the school district for a list of students who live in Tumalo and other out-of-district areas.

President Keefer added that the board could open up the scholarship program as a trial run and not charge families the out-of-district fee for youth programs. It would be a similar structure to afterschool programming and recreation programs which SPRD runs as a partnership with the school district.

6. COVID update- Jennifer Holland, Executive Director.....10 min.
 - a. Cover memo

At the May 25th board meeting, staff reported on evolving COVID restrictions. The board asked staff to provide an additional update at the next meeting.

Vice President Tryens asked if table tennis needs to be reserved. Director Holland answered that people can call to reserve a table or walk-in but masks are required at this time.

7. Executive Director report
 - a. Skate park

Director Holland announced that the skate park committee has been reinvigorated and is excited to continue working on projects for the park.

Vice President Tryens asked what the registration was for Crest the Cascades. Director Holland responded that there are 30 riders, which is not too high, but the district will still run the event.

8. Board Member updates

Treasurer Tehan shared that she is involved on a board for ‘age-friendly sisters’, a non-profit in town. Currently, they have an action team that is doing a full-page ad in *The Nugget* to encourage people to get vaccinated. She let



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

the board know that the non-profit is looking for photos to be sent in, with a signed consent form, that can be used in the ad. She also asked that the board spread the word so the ad can be inclusive of all ages.

9. Board President updates

President Keefer let the board know that he would not be available to facilitate the June 22nd board meeting but asked that Vice President Tryens step in.

10. Other business

11. Adjourn meeting

President Keefer Adjourned the meeting at 6:05 PM

Upcoming meetings/important dates:

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