

**MADRAS AQUATIC CENTER
BOARD OF DIRECTORS MEETING**

**MONDAY, AUGUST 17, 2015
6:30 p.m.**

MAC
1195 SE Kemper Way
Madras, Oregon

AGENDA

1.0 CALL TO ORDER

2.0 ADOPTION OF AGENDA

3.0 CORRESPONDENCE AND APPRECIATION

4.0 HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS

The Board of Directors reserves this time for citizens to speak to the Board on concerns printed on the agenda.

After concerns are heard regarding agenda topics, the Board will hear concerns regarding items not on the printed agenda. The Board does not take action under this agenda item. Citizen concerns may be placed on a future agenda for discussions and action.

ACTION ITEMS

5.0 CONSENT AGENDA

All agenda items may be adopted by a single motion unless pulled for special consideration.

- a. **APPROVAL OF MINUTES** - July 20, 2015 Work Session
July 20, 2015 Board Meeting

- b. **APPROVAL OF BILLS**

6.0 EXECUTIVE DIRECTOR BOARD REPORT

- a. Presented by Joe McHaney

7.0 SWEAR IN NANCY PETERSEN

8.0 SDAO BEST PRACTICES

9.0 OPEN HOUSE

10.0 AIRSHOW

11.0 SEWER RATE INCREASE

12.0 FUTURE AGENDA ITEMS

13.0 ADJOURN

**Madras Aquatic Center
Board of Directors Regular Meeting
August 17, 2015**

Board Members Present:

Jamie Hurd, Angela Madden, Anita Goodwin, Jinnell Lewis, Nancy Petersen

Staff Present:

Joe McHaney, Gregg Markwardt, Michelle Camphouse

I. CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 6:33pm.

II. ADOPTION OF AGENDA

A motion was made to add Logo to the agenda. A motion was made by Angela and seconded by Jinnell to adopt agenda with the addition of Logo. The motion passed unanimously.

III. CORRESPONDENCE AND APPRECIATION

None.

IV. HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS

None.

V. CONSENT AGENDA

- A. A motion was made by Angela and seconded by Angela Jinnell to approve the work session and board meeting minutes. The motion passed unanimously.
- B. A motion was made by Angela and seconded by Jinnell to approve the bills. The motion passed unanimously.

VI. EXECUTIVE DIRECTOR REPORT

A. Presented by Joe McHaney.

VII. SWEAR IN NANCY PETERSEN

A. Conducted by Jamie Hurd.

VIII. SDAO BEST PRACTICES

A. Push to September meeting.

IX. OPEN HOUSE

A. August 19, 2015 5:30 - 7:30pm with free swim. Board will say some words around 6:30pm.

X. AIRSHOW

A. Membership/recreation forms/schedule.

B. Picture board of activities.

C. Kid balloons

D. Dunk tank

E. Display trophies

XI. SEWER RATE INCREASE

A. Increase of \$1,000.

B. Water usage was based on winter months.

C. Work with City and DVW to find out where the issue is.

XII. LOGO

A. New logo needs to represent recreation.

B. Staff to narrow to three choices and present to Boards.

C. Unveil at BASH?

XIII. FUTURE AGENDA ITEMS

- A. SDAO Best Practices
- B. Logo
- C. Sewer update
- D. Schedule

XIV. ADJOURN MEETING

The meeting was adjourned at 7:22pm.



Jamie Hurd, Board Chair

9/25/15
Date



Steve Webb, Vice Chair

9/21/15
Date

**Madras Aquatic Center
Board of Directors Work Session
July 20, 2015**

**Board Members Present:
Jamie Hurd, Steve Webb, Angela Madden, Jinnell Lewis**

**Staff Present:
Joe McHaney, Gregg Markwardt, Michelle Camphouse**

Visitors Present:

I. CALL TO ORDER

The work session of the Board of Directors was called to order at 5:35pm.

II. VISION

Jamie read current Vision and Mission statement.

- A. What is our recreation programs(s)?
- B. Work on stabilization over next two years before expanding programs offered.

III. GOALS

Short-term (next 2 years)

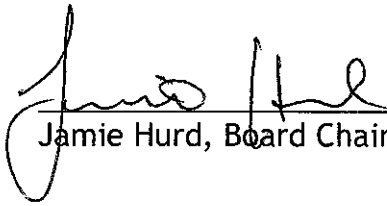
- A. Stabilize current programs
 - 1. Quality
 - 2. Fiscally responsible
- B. Improve grounds
 - 1. Picnic area
 - 2. Horseshoes
- C. Improve Outreach
 - 1. Host booths at community events

Long-term (2+ years)

- A. Assume management over city/county parks
- B. Acquire community center
- C. Obtain grant writer
- D. Obtain strategic planner

IV. ADJOURN

Meeting was adjourned at 6:20pm.



Jamie Hurd, Board Chair

8/17/15
Date

Steve Webb, Vice Chair

Date

**Madras Aquatic Center
Board of Directors Regular Meeting
July 20, 2015**

Board Members Present:
Jamie Hurd, Steve Webb, Angela Madden, Anita Goodwin, Jinnell Lewis

Staff Present:
Joe McHaney, Gregg Markwardt, Michelle Camphouse

Visitors Present:
Bruce Irwin

I. CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 5:32pm.

II. ADOPTION OF AGENDA

A motion was made by Angela and seconded by Steve to adopt agenda as presented. The motion passed unanimously.

III. CORRESPONDENCE AND APPRECIATION

None.

IV. HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS

Bruce Irwin in process of moving to area. 33 years' experience in parks and recreation. Interested in applying for Board position.

V. CONSENT AGENDA

- A. A motion was made by Anita and seconded by Angela to approve the work session and board meeting minutes. The motion passed unanimously.
- B. A motion was made by Anita and seconded by Angela to approve the bills. The motion passed unanimously.

VI. EXECUTIVE DIRECTOR REPORT

A. Presented by Joe McHaney.

VII. SWEAR IN JINNELL LEWIS

VIII. RESIGNATION OF ANITA GOODWIN

IX. FALL SCHEDULE

A. Motion to approve Option 1 made by Steve, seconded by Anita.
Motion pass unanimously.

X. SPECIAL DISTRICT DISCOUNT

A. Best Practices is only remaining discount. Jamie and Joe to look at
and bring to Board at August meeting.

XI. RAISE INCREASE

A. Presented by Joe McHaney

1. Tenure \$.10
2. Hours worked \$.10
3. Merit \$.05

XII. CHECK SIGNERS

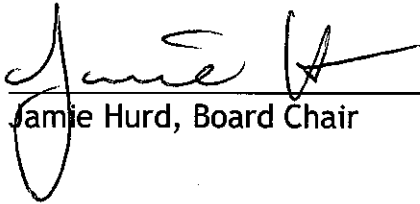
A. Angela and Jinnell agreed to become check signers.
B. Michelle to get them paperwork.

XIII. FUTURE AGENDA ITEMS

A. SDAO Best Practices
B. Open House
C. Airshow
D. Swear in new Board member

XIV. ADJOURN MEETING

The meeting was adjourned at 7:48pm.



Jamie Hurd, Board Chair

8/17/15
Date

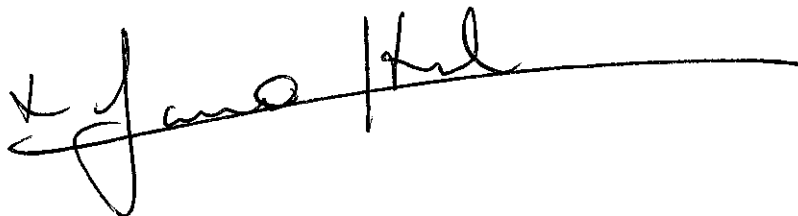
Steve Webb, Vice Chair

Date

4:30 PM
08/12/15
Cash Basis

MAC SPECIAL DISTRICT
Expenses by Vendor Summary
July 2015

	<u>Jul 15</u>
Active Network, LLC	8,700.00
ADP	1,273.12
Airshow of the Cascades	50.00
Amazon.com	35.94
Ashli Wyland	25.00
Bend Radio Group	2,156.00
Bendtel	348.79
Bigfoot Beverages	668.95
Blanscett Limited	50.00
Bullet Rental	282.68
Business Health Resources	175.00
Career Track	447.00
Cascade Natural Gas	2,405.52
City of Madras	-1,775.96
COLUMBIA STATE BANK	245.02
Debbie Taylor	90.00
Deschutes Valley Water District	622.55
Doug Calvin	1,898.95
Eberhards Dairy	126.24
ETS CCDISCOUNT	503.64
GLENN, REEDER & GASSNER, LLP	280.00
Health Republic Insurance	2,758.68
Jefferson County	-2,803.21
Joe McHaney	376.34
Juniper Paper & Supply	1,653.20
Leaf	154.00
Lifeguard Store	53.68
Madras Pioneer, The	652.39
Madras Sanitary Service	203.86
Marathon Business Machines	229.42
Marty Goodson	38.34
Norco, Inc	524.11
Oregon Pers	16.00
Pacific Power & Light	5,451.93
PC Software Connections	178.98
Phil's Ace Hardware	149.70
Platt Electric	274.71
Rodda	386.73
Ruben Flores	425.00
Sally Craig	30.00
Scentral Oregon, Inc	107.00
SECURECOM, INC.	228.00
Special Districts Insurance Services	4,976.50
Standard Insurance Company	475.86
Sweetwater Sound Inc.	1,140.72
Terminix	864.00
The Lifeguard Store	216.20
The Pool & Spa House	240.94
Treasure Valley Coffee	183.35
USA MECHANICAL	850.00
Verizon Wireless	57.51
Vermont Systems	122.53
WCP Solutions	517.20
TOTAL	<u>39,342.11</u>



MAC Board of Directors

Executive Director Report – August 17, 2015

- | 1. Financial Report | 2012 | 2013 | 2014 | 2015 |
|--|-------------|-------------|-------------|-------------|
| a. July Revenue | \$25,352 | \$30,630 | \$32,894 | 34,091 |
| Program Revenue | \$17,289 | \$21,089 | \$19,442 | 21,859 |
| b. July Expense | \$66,605 | \$43,861 | \$49,556 | 68,756 |
|
 | | | | |
| 2. Usage Report | 3,876 | 4,273 | 5,413 | 6,453 |
|
 | | | | |
| 3. Staff | | | | |
| a. Conducting yearly reviews | | | | |
| b. Appointed head lifeguards | | | | |
|
 | | | | |
| 4. Recreation | | | | |
| a. ACTIVE has been launched | | | | |
| b. Prepping for Youth Soccer/Flag Football/MST/Water Polo | | | | |
| c. Helping with Labor Day softball tournament | | | | |
| d. Upcoming: MST, Soccer, Flag Football, Water Polo, MAC Dash, Oktoberfest | | | | |
|
 | | | | |
| 5. Kids Club | | | | |
| a. Had an Incident involving two youth | | | | |
| b. Parents very concerned | | | | |
| c. Have to earn trust back from some members | | | | |

6. General Report

We have worked really hard to develop a yearly schedule for the MAC. Gregg has it ready for the entire year. Set MAC Bash date for November 6, 7 p.m. Swim lessons this fall will be mid-week and Saturdays. Prepping for Open House Aug. 19 from 5:30-7:30 p.m. and AirShow weekend where MAC has informational booth and also Kids Club hot dog stand. In the process of reviewing all employees and setting appropriate wages passed on recent pay scale matrix. Paid off ACTIVE bill. We also met with Bean Foundation and secured \$25 to finalize year two of the five-year contribution. Gregg and I are coordinating 509-J swim lessons with the addition of Warm Springs this year. Also, coordinating more senior options for the morning hours to attract that demographic.



OATH OF OFFICE

*STATE OF OREGON
County of Jefferson*

I, NANCY PETERSEN, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Oregon. I will faithfully and honorably discharge the duties of Madras Aquatic Center Recreation District, to which I have been appointed, to the best of my ability, so help me God.

Nancy Petersen

Nancy Petersen

Subscribed and sworn to before me this 17 day of August, 2015

June H...

MEMORANDUM

Date: July 8, 2015
To: Madras Aquatic Center District
From: SDAO Member Services Department
Subject: Best Practices Program Update and Best Practices Checklist

Thank you for your continued participation in the SDIS Property/Casualty insurance program! Last year, we introduced the new Best Practices program which provided an opportunity for participating districts to earn up to a 10% discount on property/casualty contributions. This program consists of five categories that each offer 2% toward your district's total credit.

We currently show your district as having met the requirements for the following discount opportunities:

Discount Opportunity	Requirement Met
Online Training <i>(Credit: 2%)</i>	Yes
SDIS/SDAO Training or BPA Assessment <i>(Credit: 2%)</i>	Yes
Affiliate Membership <i>(Credit: 2%)</i>	No
Best Practices Checklist* <i>(Credit: 2%)</i>	No
Public Records and Public Meetings Policy <i>(Credit: 2%)</i>	No

**The Best Practices Checklist is included in this mailing.*

Your district's total discount as of July 8, 2015 is 4%.

The SDIS Better and Best Practices Checklist is enclosed for you to complete. Your answers will not be scored but are to be used for self-assessment. Submission of the signed checklist (or completion online) verifying review from your board of directors will result in a 2% credit to your premiums.

A full description of the Best Practices program is included with these materials. You have until **November 13, 2015** to receive credit for all discount opportunities. If you have fulfilled a requirement that is not reflected above or you have any questions, please contact us at 800-285-5461.

SDIS Best Practices Program
Training or Board Practices Assessment

This form certifies that at least *one* board or staff member of _____
(district)

has completed a Special Districts Insurance Services approved training or Board Practices Assessment within the current policy year (2015).

The training(s) completed include(s):

- 2015 SDAO Annual Conference
 - Please provide name of individual that attended: _____
- SDAO/SDIS Regional Training
 - Please indicate which training: _____
- SDAO/SDIS on-site risk management training
 - Please indicate date of training: _____

OR

The board of the district named above has completed the SDAO Board Practices Assessment.

- Please indicate date of assessment: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Submission of this signed form will result in a 2% credit for your general liability, auto liability, and property insurance premiums. Deadline to return this form for credit is **November 13, 2015**.

Please return to SDIS via mail, email, or fax.

Mailing Address
PO Box 12613
Salem, OR 97309-0613

Email Address
memberservices@sdao.com

Fax
(503) 371-4781

Public Meetings and Records Best Practices Checklist

**** To be completed by the Board of Directors****

District Name: _____

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to www.sdao.com
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add www.sdao.com to your compatibility view websites prior to signing in. For instructions, please visit www.sdao.com/s2/resources/compatibility_mode.aspx.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

Public Meetings

		Yes	No
1.	Adopt public meetings policy.		
2.	Adopt board duties and responsibilities of officers.		
3.	Adopt parliamentary procedure rules including rules for public participation.		
4.	Distribute copy of Oregon Government Ethics Law to each board member.		
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice.		
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.		
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law.		
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities.		
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law.		
10.	Circulate materials/minutes in advance of board meeting.		
11.	Provide adequate notice of the time, location and agenda of meetings.		
12.	Meetings are open to the public unless an executive session is authorized by statute.		
13.	Aware of the permissible statutory provisions authorizing an executive session.		

2015 SDIS Best Practices Program

Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. To receive credit, please submit all requirements by **November 13, 2015**. Credit opportunities include the following:

1. Online Training – Credit: 2%

To receive credit for this category, you must have at least *one* person from your district complete one of the following online classes available through SafePersonnel:

- Public Meetings and Public Records (*available spring of 2015*)
- Emergency & Disaster Preparedness
- Workplace Bullying: Awareness & Prevention

SDAO uses SafePersonnel to facilitate our online training program. If your district does not have a personalized training website set up through this program, please contact SDAO Member Services to get started. You can contact us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com.

SafePersonnel will send monthly reports to SDAO with a list of courses each district has completed and credit will be recorded accordingly.

2. SDAO/SDIS Training or Board Practices Assessment (BPA) – Credit: 2%

At least *one* board member or district staff member from your district must attend/complete *one* of the following during 2015:

- SDAO/SDIS regional training
- 2015 SDAO Annual Conference
- SDAO/SDIS on-site risk management training

OR

Your district's board may also complete an SDAO Board Practices Assessment (BPA). To learn more or to schedule, contact George Dunkel at gdunkel@sdao.com.

A list of available trainings is posted throughout the year on the Events page at www.sdao.com. To receive credit, please fill out the enclosed form (also located at <http://ref.sdao.com/bestpractices/training.pdf>) and return to SDAO by mail, email, or fax.

CITY OF MADRAS

125 SW "E" Street
Madras, OR 97741-1346
Phone (541) 475-2344

SERVICE ADDRESS		
1195 SE Kemper Way		
DUE DATE	ACCOUNT NO.	
08/10/15	5796.01	
METER READINGS		USED
PREVIOUS	PRESENT	

23,667

Service Date:
07/01/15 - 07/31/15

Please use
alternate access
off of 2nd Street
until July 2016

AMOUNT	SVC CODE
.00	Prior Balance
1,716.02	Sewer

.00 Prior Balance
1,716.02 Sewer

AMOUNT DUE
1,716.02

RETAIN THIS STUB FOR YOUR RECORDS

RETURN SERVICE REQUESTED

PRESORTED
FIRST-CLASS MAIL
US POSTAGE
PAID
MADRAS OR
PERMIT NO 99

ACCOUNT NO.	DUE DATE
5796.01	08/10/15
AMOUNT DUE	AMOUNT PAID
1,716.02	

PLEASE MAIL THIS STUB WITH PAYMENT

WATER / SEWER BILLIN



* 5 7 9 6 0 1 *

MADRAS AQUATIC CENTER DI
1195 SE KEMPER WAY
MADRAS OR 97741-1011



MAC SPECIAL DISTRICT
Profit & Loss
 July 2015

Jul 15

Ordinary Income/Expense	
Income	
1-5100 · *Taxes	
1-5110 · *Current Year Taxes	758.26
1-5115 · *Previously Levied Taxes	797.73
1-5150 · Levy 2013-17	
1-5151 · Current Year Taxes	955.44
1-5152 · Previously Levied Taxes	232.38
Total 1-5150 · Levy 2013-17	1,187.82
Total 1-5100 · *Taxes	2,743.81
1-5200 · *Intergovernmental	
1-5210 · *City	2,500.00
Total 1-5200 · *Intergovernmental	2,500.00
1-5300 · *Program Revenues	
1-5305 · *Daily Admissions	11,201.50
1-5310 · *Memberships	6,414.45
1-5315 · *Punch Card	1,266.00
1-5330 · Swimming Lessons	1,202.50
1-5340 · Community Events	415.00
1-5341 · Soccer Youth	125.00
1-5342 · Youth Football	185.00
1-5345 · Race Series	50.00
Total 1-5300 · *Program Revenues	20,859.45
1-5400 · Product Sales	
1-5405 · Merchandise	599.75
1-5410 · *Concessions	1,968.01
Total 1-5400 · Product Sales	2,567.76
1-5500 · Facility Rentals	
1-5510 · Rentals	1,361.50
Total 1-5500 · Facility Rentals	1,361.50
1-5700 · Other Income	
1-5750 · Interest	59.40
Total 1-5700 · Other Income	59.40
1-5800 · Bean Foundation Grant	25,000.00
1-5820 · Grants	4,000.00
Total Income	59,091.92
Cost of Goods Sold	
7110 · *Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	59,091.92
Expense	
1-7000 · Salaries	
1-2108 · Wage Garnishment	942.50
1-7001 · Salaries - Executive Director	5,583.34
1-7002 · Salaries - Dir of Rec/Aquatic	3,958.34
1-7003 · Salaries - Administrative Asst	3,333.34
1-7004 · Salaries - Lifeguards	15,254.89
1-7005 · Salaries - Reception	4,743.76
1-7006 · Salaries - Instructors	1,656.50
1-7009 · Salaries - Cleaners	843.44
1-7010 · Facility Manager	1,700.00
Total 1-7000 · Salaries	38,016.11
1-7050 · Benefits	
1-7051 · Insurance	3,234.54
1-7053 · Phone Stipend	75.00

4:35 PM
08/12/15
Cash Basis

MAC SPECIAL DISTRICT
Profit & Loss
July 2015

	<u>Jul 15</u>
Total 1-7050 · Benefits	3,309.54
1-7060 · Associated Payroll Costs	
1-7061 · Payroll Taxes	4,204.73
1-7062 · Worker's Compensation	5,023.27
Total 1-7060 · Associated Payroll Costs	9,228.00
1-7100 · Legal	280.00
1-7112 · Office Supplies	6.99
1-7113 · Program Supplies	216.20
1-7115 · Cleaning Supplies	624.20
1-7116 · Pool Chemicals	2,194.25
1-7117 · Fees (entry, registration)	145.00
1-7120 · Equipment	1,140.72
1-7125 · Uniforms	53.68
1-7130 · Concessions	978.54
1-7301 · Sewer	724.04
1-7302 · Natural Gas	2,405.52
1-7303 · Electricity	5,451.93
1-7304 · Garbage	203.86
1-7305 · Telecommunications	406.30
1-7306 · Water	622.55
1-7400 · Advertising	2,858.39
1-7410 · Banking Fees	599.93
1-7411 · Software Fees	9,201.49
1-7412 · Licenses, Dues & Memberships	245.00
1-7420 · Contractual Services	2,612.62
1-7430 · Lease/Rentals	229.42
1-7440 · Repairs & Maintenance	2,666.75
1-7500 · Staff Development/Education	567.47
1-7505 · Pre-employment Screening	200.00
1-7510 · Mileage	585.90
1-7520 · Travel	106.30
1-7700 · Fraudulent Charge	-112.34
Total Expense	<u>85,768.36</u>
Net Ordinary Income	<u>-26,676.44</u>
Net Income	<u><u>-26,676.44</u></u>