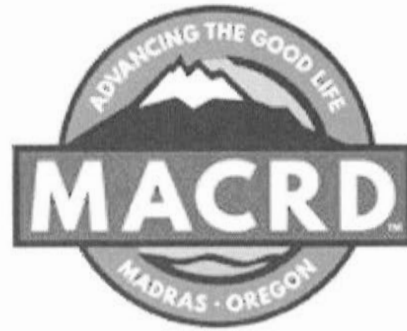


**Board of Directors  
Board of Directors Work Session &  
Business Meeting**

**Wednesday, January 24, 2024 at 6:00pm**

**Madras Aquatic Center  
1195 SE Kemper Way  
Madras, Oregon 97741**



**Board members present:**

Chair Deanna Seibold and Board member Jillisa Suppah were present in person.  
Secretary/Treasurer Jean McCloskey was present via zoom.  
Vice Chair Lindsay Foster-Drago entered at 6:09pm in person.  
Board member Jinnell Lewis was absent.

**Staff Members present:**

Courtney Snead, Executive Director, and Shawna Hicks, Recreation Director  
attended in person.

**Visitors:**

None.

**WORK SESSION, 6:00pm**

1. Chair Seibold convened the work session at 6:06pm.
2. Mid-year FY2023-24 budget review
  - a. Discuss options for program and services reductions

Executive director Snead reviewed the materials from the board packet, including the mid-year financials, final JASON cash flow analysis, and gave a broad overview of the program-specific wrap ups. She reviewed the scenarios provided for operations should the May 2024 ballot measures fail and pass.

Chair Seibold asked what the impact is of reducing MAC hours on recruitment and retention of high school-aged lifeguard staff. Executive director Snead shared that seasonal hours would be significantly reduced with the reduction of hours, and most hours would be assigned to full and part-time regular staff.

Executive director Snead shared that budget assumptions would be brought back to the Board at the February work session that will provide direction for FY2024-25 budget development based on the May 2024 ballot measures failing or passing.

3. Discuss proposed executive director annual performance evaluation process & timeline

Chair Seibold reviewed the timeline and process included the board packet, as well as the evaluation form and 360-degree survey. She noted that the board evaluation form was updated to mirror the staff evaluation form. She noted that two board members compiled the evaluation together last year, and she asked if the Vice Chair wanted to do it with her this year. Vice Chair Foster-Drago indicated that she would like to assist the Board Chair with the process this year.

Executive director Snead mentioned that the list of critical partners to invite to survey. She noted that the board could add/remove anyone listed. Last year the staff had the opportunity to participate via a QR code, and budget committee and partners all participated. She noted that Shawna will manage the survey monkey process with Deanna.

Board member Suppah asked who at the school district responded, and Executive director Snead said she thought the Superintendent was the district contact last year.

Board Chair Seibold thought the Board of County Commissioners should be included, as well as Jeff Rassmussen, given the recent partnering opportunities we have had with them. There was consensus on the board.

Executive director Snead said they could also encourage patrons to respond as well. Board members liked the idea and there was consensus to add them the survey as a category and invite them to participate.

4. Standing and timely updates

- a. Capital improvements and other maintenance projects
  - i. Domestic water heater update
- b. Update on dissolution and new district formation process
  - i. Update on securing a loan/loans to pay the bond off one-year early in May 2024 and a tax anticipation loan to fund the new district July 1-November 2024.
  - ii. Discuss adding two special meetings in February 2024, including:
    1. February 8, 2024 to consider the dissolution plana and required finding of facts

2. February 19, 2024 to consider a resolution calling election on dissolution contingent upon new district formation

Executive director Snead shared that staff is holding off as long as possible on replacing the domestic water heater to save money as long as possible.

Executive director Snead shared that the Jefferson County Commission approved a loan agreement for up to \$1M this morning in a unanimous vote. It is the same agreement the board has approved before for our annual tax anticipation loan with added language about the district dissolving and transferring the loan to the new district.

Chair Seibold said that County feedback was incredibly positive, and they were very supportive. Executive director Snead also noted that the loan includes 6% interest rate, totaling up to \$120,000 in interest.

Executive director Snead also noted the two special meetings in February that needed to be scheduled for February 8 and February 19. The dates have been set based on statutorily required timelines. The board discussed it and decided to set the February 8 meeting for 8:00am and the February 19 meeting for 12:30pm.

Board Secretary/Treasurer McCloskey asked to clarify the special meeting schedule for the Jefferson County Board of Commissioners. Executive director Snead noted that they have a scheduled special meeting on Friday, February 9 at 8:15am and then will also have another special meeting to call the election for the formation of the new district.

Executive director Snead shared that the St. Charles Health System has signed on as a referring provider to our newly designed Fitness RX program. They awarded \$12,000 for this year and, like a grant, we will draw this down monthly by up to 33 patients a month that they refer for patient memberships. When folks come out of that program and their referral is not renewed, they are eligible for a 50% scholarship toward an annual membership.

Board Chair Seibold adjourned the work session at 6:42pm.

**BUSINESS MEETING, approximately 7:30 PM**

*(immediately following the work session)*

1. Board Chair Seibold convened the business meeting at 7:45pm. Roll Call: *Chair Deanna Seibold, Vice Chair Lindsay Foster-Drago, and Board member Jillisa Suppah were present in person. Secretary/Treasurer*

*Jean McCloskey was present via zoom, Vice Chair Lindsay Foster-Drago were present in person. Board member Jinnell Lewis was absent.*

2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

**Secretary/Treasurer McCloskey moved to approve the agenda as presented. Vice Chair Foster-Drago seconded. Motion passed 4-0.**

5. Correspondence
  - a. Patron comment card(s), email(s), and other communications regarding MACRD operations

Executive director Snead reviewed the correspondence included in the board packet.

6. Visitors section/public comment

*Members of the public are welcome to speak to the board of directors during this time. They should sign in at the beginning of the meeting to be recognized by the board chair. Speakers are asked to limit their comments to three minutes.*

No visitors chose to speak at the meeting.

7. Financial reports
  - a. December 2023 financials
    - i. Balance sheet
    - ii. Month end profit and loss
    - iii. Year-to-date actuals to budget

Executive director Snead reviewed the financials included in the board packet. Secretary/Treasurer McCloskey reviewed the month end packet and did not have any questions or concerns.

8. Consider approval of the consent agenda:
  - a. Acknowledge receipt of December 2023 financials
  - b. Approve Board work session and business meeting minutes, December 27, 2023
  - c. Approve Board special meeting minutes, January 4, 2024
  - d. Approve Board special meeting minutes, January 8, 2024
  - e. Approve Board special meeting minutes, January 10, 2024

**Vice Chair Foster-Drago moved to approve the consent agenda as presented. Secretary/Treasurer McCloskey seconded. Motion passed 4-0.**

9. Consider approval of resolution #2024-07, designating the FY2024-25 budget officer and recognizing budget committee membership

Executive director Snead reviewed the resolution as the regular budget-related resolution the board adopts annually, including assigning the executive director as the budget officer and recognizing the budget committee membership.

**Secretary/Treasurer McCloskey moved to approve resolution #2024-07, designating the FY2024-25 budget officer and recognizing budget committee membership. Vice Chair Foster-Drago seconded. Motion passed 4-0.**

10. Consider approving the proposed process and timeline for the annual executive director evaluation and appointing a subcommittee of the board to coordinate the process

**Vice Chair Foster-Drago moved to the proposed process and timeline for the annual executive director evaluation as amended in the work session, including the Board Chair and Vice Chair collaborating on the summary. Board member Suppah seconded. Motion passed 4-0.**

11. Consider approval of a proposed loan agreement with Jefferson County

Executive director Snead said that approving the agreement does not mean the district is automatically taking out a \$1M loan. If the May 2024 ballot measures fail, the district will still need a tax anticipation loan over the summer of up to \$250,000. If the May 2024 ballot measures pass, this loan includes paying off the existing bond of \$790,400 and using the remaining funds for a 2024 summer tax anticipation loan.

**Secretary/Treasurer McCloskey moved to approve the loan agreement with Jefferson County. Board member Suppah seconded. Motion passed 4-0.**

12. Executive director report

Director Snead reviewed the report included in the board packet.

13. Board member highlights



