

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

Monday, February 21, 2022 6:00 pm

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



Board members present:

Lindsay Foster-Drago and Deanna Seibold attended in person. Jillisa Suppah attended via zoom. Jinnell Lewis and Teresa Baggett were absent.

Staff Members present:

Courtney Snead, Executive director attended via zoom and Gregg Markwardt, Facilities and Safety Director attended in person.

Visitors:

None.

WORK SESSION, 6:00PM

1. Vice Chair Foster-Drago convened the work session at 6:03p.m.
2. Local option levy updates (*standing item*)

Executive director Snead reported that she spoke with Board Chair Lewis, who has reached out to folks to serve on the PAC for the local option levy and has not been successful recruiting anyone yet. Many folks have said they want to help, but they don't have time. The district's attorney is drafting the election timeline, which will be delivered to the board at a future meeting.

3. Review various budget-development related topics
 - a. Proposed updates to the MACRD organizational chart

Executive director Snead reviewed the new proposed organizational chart and explained the changes.

- b. FY2022-23 proposed budget assumptions

Executive director Snead reviewed the memo from the board packet with the assumptions staff is using to develop the proposed FY2022-23 budget.

- c. Review proposed changes to the membership policy

Executive director Snead reviewed proposed changes to the membership policy as reflected in the board packet. The changes will be brought back to the board for consideration at the March board business meeting.

d. Review proposed fees schedule

Executive director Snead reviewed the new fees schedule that takes all of the policies with embedded fee schedules and puts them in one document. Staff is proposing a 10% fees increase effective summer 2022, which would go into effect June 12, 2022. Staff will bring the fees schedule to the board for approval at the March board business meeting.

4. Updates on capital and maintenance projects

a. Scoreboard project update

Facilities and Safety Director Markwardt shared that the structural improvements to the wall have been completed, and electrical upgrades to support the new digital scoreboard should be completed in the coming week. Timing still looks like the scoreboard will get installed in March 2022 barring any issues with shipment, and delivery.

b. HVAC system/heating and cooling updates

Executive director Snead was able to meet with Chris Toman, a mechanical engineer specializing in HVAC systems, to review the existing system. There are no cooling coils in our system, which is why the facility got so hot during the heat wave last summer. Director Snead is going to reach out to the Energy Trust to see if there are any incentives and/or grants that they are aware of that could help us resolve this situation. Chris estimated fixing the cooling coil issue would cost around \$25,000, which is not a huge amount, but our budget can not bear that expense at this time. Staff is going to explore all options for funding with the goal of fixing the system before the heat of the summer.

5. SDIS Best Practices Program (*brochure attached*)

Executive Director Snead reviewed the SDIS best practices program goals and asked the board to consider participating in the board leadership academy training they are offering so the district can get the full 10% discount incentive on our annual liability insurance.

Board Secretary/Treasurer Seibold offered to do some research on what the training involves and report back to the board at the March work session meeting.

Vice Chair Foster-Drago asked when the training needs to be completed for the incentive. Executive director Snead said she thought it needed to be completed by November 2022.

The work session was adjourned at 6:28 pm.

BUSINESS MEETING, approximately 6:45PM, immediately following the work session

The Chair called the business meeting to order at 6:29 pm.

1. Roll Call: *Vice Chair Foster-Drago and Secretary/Treasurer Seibold attended in person. Board member Suppah attended via zoom. Board Chair Lewis and Board Member Baggett were absent.*
2. Pledge of Allegiance
3. Adoption of the Agenda

Secretary/Treasurer Seibold moved to approve the agenda as presented. Board member Suppah seconded. Motion passed 3-0.

4. 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 comments to three minutes.

No visitors were present at the meeting.

6. Correspondence
 - a. FY2020-21 Madras Urban Renewal Agency annual report

Executive director Snead explained how urban renewal is funded, and its impact on the annual property tax revenue of the district. The goal of urban renewal is to take tax increment and reinvest it into the renewal area with the goal of increasing property tax values over time.

- b. Patron comment card(s) and email(s) communications to the board of directors

Vice Chair Foster-Drago noted that no comment cards or communications were in the board packet and confirmed staff had not received any additional communications.

7. Financial update
 - a. January 2022 balance sheet
 - b. January 2022 Month end profit and loss budget vs actual

Executive director Snead reviewed the financial reports for January 2022.

8. Consider approval of the consent agenda:
 - a. Approve Board work session and business meeting minutes, January 17, 2022
 - b. Receive and acknowledge financial reports for January 2022

Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Board member Suppah seconded. Motion passed 3-0.

9. Consider authorizing the executive director and board chair to sign applications for tax anticipation loan options for FY2022-23
 - a. Cover memo

Executive director Snead explained that this motion would give authority to the executive director and board chair to sign applications on behalf of the district. Any financial obligations that we enter into as a result would come back to the full board for approval before they are executed. This is an opportunity to explore our options before we move forward with a lender for our tax anticipation loan.

Secretary/Treasurer Seibold moved to authorize the executive director and board chair to sign applications for tax anticipation loan options for FY2022-23. Board member Suppah seconded. Motion passed 3-0.

10. Consider approving proposed updates to the MACRD organizational chart
 - a. Updated organizational chart

Secretary/Treasurer Seibold asked if the organizational chart should reflect her role as the board Secretary/Treasurer. Executive director Snead apologized for the oversight and will correct it before it is finalized.

Secretary/Treasurer Seibold moved to approve the MACRD organizational chart as amended. Board member Suppah seconded. Motion passed 3-0.

11. Consider adopting Policy 2022-05, MACRD Advertisement, donations, and sponsorship policy
 - a. Policy 2022-05, MACRD Advertisement, donations, and sponsorship policy

Executive director Snead reminded the board that they reviewed the draft policy at a work session in December 2021. Staff made changes based on board feedback, including incentivizing annual over monthly advertising as well as increasing the discount for officially designated partners (those for which we have written partnership agreements). The revised policy is before you for approval.

Secretary/Treasurer Seibold moved to approve policy 2022-05, MACRD Advertisement, donations, and sponsorship policy. Board member Suppah seconded. Motion passed 3-0.

12. Executive director report

Executive director Snead reviewed the executive director report in the board packet. She noted the SDAO conference keynote speaker was terrific, and encouraged the idea of focusing on what is going well versus what needs to be fixed, which she owned can be challenging. Kudos to the staff for all of the great things we have accomplished this year. There is an article included in the packet on why it's

important to have a lifeguard on deck when a certified lifeguard is coaching a swim team or teaching a swim lesson.

13. Board member highlights

Secretary/Treasurer Seibold shared that she attended the SDAO conference virtually, and the keynote speaker was amazing. It was a really well done conference.

Board member Suppah shared her experience with the basketball program and coaching for the first time in that program and it's been really fun.


Vice Chair Foster-Drago said it was really nice to share with team members at Keith that there is a spring break camp for kids and so many people were excited about it. It was a proud feeling to be on a board that is helping offer programs like that for working families in our communities at an affordable price.

Executive director Snead shared that she has been sick for over a week and the team has been amazing, filling in at 5:45am in the morning, Gregg filling in to set up the board meeting and work with contractors. Her highlight is our awesome staff at the MACRD.

14. Adjourn

Vice Board Chair Foster-Drago adjourned the business meeting at 6:58 pm.

Respectfully submitted,



Courtney Snead, Executive Director

03/21/22
Date



Jimmell Lewis, Board chair

3/21/22
Date