

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

Wednesday, February 28, 2024 at 6:00pm

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



Board members present:

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

Staff Members present:

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

Visitors:

Keith Hayes and Jenna Katsaros, BRS Architecture, David McKay, Project management and Gregg Markwardt attended via zoom. Mike Price attended in person.

WORK SESSION, 6:00pm

1. Vice Chair Foster-Drago convened the work session at 6:09pm.
2. Overview of MACRD facilities plan, Barker, Rinker, Seacat (BRS) Architecture

Executive Director Snead introduced Keith Hayes and Jenna Katsaros, from BRS Architecture, and David McKay, an Oregon-based capital project manager, who are here to present the conceptual plan for site development that aligns with the business plan that was presented to the board at the November 2023 work session.

Mr. Hayes walked the board through a presentation that identified conceptually how the MAC site could be developed to include a high school-sized gym with a walking track at the perimeter, fitness/weight room space, and a refurbished meeting/party room. The conceptual plan also included a remodel of the existing locker rooms and family rooms, as

well as the addition of two family rooms adjacent to the gym space. The total cost of this development, projecting a start date of June 2025 and including both hard and soft costs was approximately \$19.5 million.

Executive director Snead reminded the board that this work was started to provide the board with information in response to the master plan that was completed and adopted by the board in November 2023. The master plan identified that there was a lack of gym space for activities and also considered additional amenities that could be added to provide a more holistic community recreation center at the MAC site. She shared that the cost estimates could be broken out and included in the capital plan, specifically as it relates to the locker room and family room renovations, which will need to be completed sometime before 2028.

Board members thanked BRS for the work and indicated interest in understanding the included estimate for the locker room renovations, since the last estimate provided in 2020 for \$750,000 has most likely increased.

3. FY2023-24 budget development

1. First review of budget assumptions (if measures pass or fail)
2. Draft organizational charts (if measures pass or fail)
3. MAC operating hours (if measures pass or fail)

Executive director Snead walked the board through the report included in the board packet, outlining the budget assumptions that staff plans to use in building two budgets for 2024-25, one of which reflects if the May 21, 2024 ballot measures pass and one for if the ballot measures fail. The budget committee meeting is scheduled the day after the election with the option of having a second meeting the following week, which should give sufficient time to understand the election outcome and its impact.

Vice Chair Foster-Drago said that she would prefer to leave the out-of-district fee at 20% rather than increasing it.

Board member Lewis indicated that she expected to see a reduction in recreation fees in the 'measures pass' budget assumptions.

Secretary/Treasurer McCloskey asked clarifying questions about the proposed 0% COLA in both scenarios. Executive Director Snead clarified that in the pass scenario, all staff would be in new positions on a new wage scale, and as a result would be in their probationary period and ineligible for a COLA. They would be eligible for up to a 5% merit increase at their

performance review in December 2024. In the fail scenario, staff is concerned that funding will not be sufficient to offer COLAs for staff.

The consensus of the board included the following for follow up at the March 27, 2024 board work session:

- Recreation fees development: Aquatics fees should remain the same, and other fees should be evaluated for reductions with options for the board to consider and their impacts. The board would also like to see the individual wrap ups for each activity, as well as comparisons with other regional recreation district fees.
- Leave the out-of-district fees at 20% in the budget assumptions.
- Explore adding a COLA for staff in the “measures fail” scenario.

4. Standing and timely updates

- a. Capital improvements and other maintenance projects
- b. Dissolution and new district formation process

Executive director Snead shared that the dissolution ballot measure title was noticed by the County Clerk for the seven-day protest period, which ends on February 29. The Jefferson County Commission is holding their final hearing on the formation ballot measure on February 29 at 5:00pm at the County admin building. Snead is planning to attend in person and Board member McCloskey is going to try to join via zoom.

Vice Chair Foster-Drago adjourned the work session at 7:15pm.

BUSINESS MEETING, approximately 7:15 PM

(immediately following the work session)

1. Board Chair Seibold convened the business meeting at 7:45pm.
Roll Call: *Chair Deanna Seibold was absent, Vice Chair Lindsay Foster-Drago attended in person, Board member Jillisa Suppah was absent, Secretary/Treasurer Jean McCloskey was present via zoom, Vice Chair Lindsay Foster-Drago was present in person, and Board member Jinnell Lewis was present in person.*
2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

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

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. January 2024 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.

8. Consider approval of the consent agenda:
 - a. Acknowledge receipt of January 2023 financials
 - b. Approve Board work session and business meeting minutes, January 24, 2024
 - c. Approve Board special meeting minutes, February 8, 2024
 - d. Approve Board special meeting minutes, February 19, 2024

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

9. Consider authorizing the executive director to sign a one-year contract extension with Covenant Technology Solutions for information technology services.

Secretary/Treasurer McCloskey moved to authorize a one-year contract extension with Covenant Technology Solutions for information technology services. Board member Lewis seconded. Motion passed 3-0.

10. Consider approving a two-year extension with Sensiba for audit services.

Secretary/Treasurer McCloskey noted that she thinks r

Secretary/Treasurer McCloskey moved to authorize a two-year extension with Sensiba for audit services. Board member Lewis seconded. Motion passed 3-0.

11. **Executive session** – the board will convene in executive session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The executive session is not open to the public. However, representatives of the news media and designated individuals will be allowed to attend the executive session. All other members of the audience will be asked to leave the room.

Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision may be made in the executive session.

The board of directors convened executive session at 7:35pm.

The board of directors reconvened the public meeting at 8:01pm.

9. Executive director report

Director Snead reviewed the report included in the board packet.

10. Board member highlights

Board member Lewis said that basketball is done this Saturday, and it was fun watching them over the season. She was at the MAC for a birthday part on Saturday and it was really busy, which was good to see.

Secretary/Treasurer McCloskey asked when the deadline is for the board to file for the new district board positions. Executive director Snead said that she believed the deadline to file is March 15.

Vice Chair Foster-Drago shared that she was excited to see how committed staff is to building relationships with community partners and

