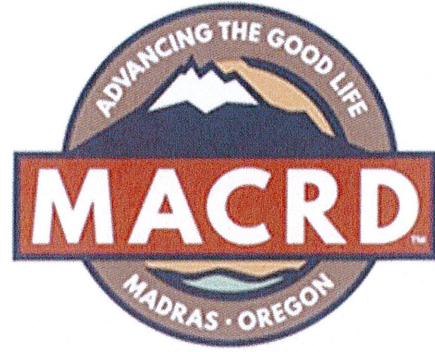


**Board of Directors
Regular Work Session & Business Meeting**

Monday, March 20, 2023 at 6:00pm

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



Board members present:

Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, Board members Jillisa Suppah and Jean McCloskey were present in person.
Vice Chair Lindsay Foster-Drago joined in person at 6:05pm.

Staff Members present:

Courtney Snead, Executive Director and Gregg Markwardt, Facility and Safety Director, attended in person.

Visitors:

John Slyter, Frank Maynard, Cody Kollen, Rob Galyen, Kasey Skaar, Kristi Dickson, Kelly Simmelink, Ryan Boyle

Work Session, 6:00 PM

1. Chair Lewis convened the work session at 6:04pm.
2. Review proposed policy & procedure updates
 - a. March 20, 2023 action items
 - i. MACRD Membership Policy #2015-13
 - ii. Facility Rentals Policy #2015-12
 - iii. Scholarship Policy #2015-06
 - iv. Draft Volunteer Policy #2023-03
 - v. FY2023-24 draft fees schedule

Executive director Snead shared that items i.-iv. were presented to the board in their February 2022 work session and have been updated based on board direction at that meeting. They are on the action at tonight's board meeting for approval. Board members did not have any questions.

Executive director Snead presented the draft fees schedule, and asked that the board consider approving them at tonight's board meeting to meet the summer guide printing deadline. She shared that staff had a discussion about leaving fees at their current levels, but potentially

adding a 6% processing fee to all credit card transactions to offset the 6.5% that ActiveNet is charging on every transaction.

Vice Chair Foster-Drago said that she was not in favor of a processing fee, but was supportive of the fee for any refunds to credit cards. The consensus of the board was to amend the fees to include a 6% processing fee for refunds to credit cards but not to include a processing fee on all credit card transactions.

- b. April 17, 2023 action items
 - i. Updated MACRD pay wage/scale
 - ii. Updated MACRD organizational chart

Executive director Snead reviewed the pay wage/scale and reviewed the additions, added in an effort to create growth/retention opportunities for staff.

Vice Chair Foster-Drago asked if staff had considered raising the starting pay for lifeguards, since recruiting for the position has been a challenge.

Executive director Snead said that she was concerned about the compression for other positions if lifeguard wages are raised, but would evaluate if it was an option before the April work session and report back to the board.

Board member McCloskey requested that job descriptions be shared with the board of directors. Executive director Snead said she would provide copies to the board at the April board meeting.

The MACRD pay wage/scale will be presented at the April meeting for approval. The organizational chart will be included in the proposed budget with any requested personnel changes included.

- 3. Standing updates
 - a. Capital improvements and other maintenance projects
 - i. Safer Indoor Environment Grant & proposed supplemental budget (*business meeting action items*)
 - ii. Suspected leak in the lap pool and next steps

Executive director Snead shared that the MACRD was awarded the Safer Indoor Environment grant to improve the HVAC system and become a safe place for the public during smoke and heat events. As a result of this grant award, a supplemental budget is required to increase spending authority in capital. Staff also used this supplemental budget as an opportunity to update the official budget to align with feedback

received during the audit process. The board did not have any questions on this matter.

Executive director Snead reported that there is a suspected leak in the lap pool and that there is one company in Oregon, out of Eugene, that explores and fixes these types of issues in commercial pools. They are scheduled to be onsite on Monday, April 3 to identify the issue and hopefully resolve it.

- b. Update on the Master Plan project
 - i. University of Oregon contract for services (*business meeting action item*)

Executive Director Snead shared that the University of Oregon has developed the research services contract included on the business meeting agenda for approval, which is consistent with past conversations on this project. The board did not have any questions on this matter.

- c. FY2023-24 budget development
 - i. FY2022-23 budget assumptions version #2
 - ii. Assets proposed for disposal (*business meeting action item*)

Executive Director Snead reviewed the second draft of budget assumptions with the board, and indicated the changes made from the first draft presented at the February 2023 work session.

Vice Chair Foster-Drago said that she was not sure that a merit increase should be included in the budget.

Secretary/Treasurer Seibold was supportive of doing what we can with the budget we have, and including the merit increase if revenues were sufficient to allow it.

Vice Chair Foster-Drago said that starting wages already went up last year and she did not feel it was necessary to include both a cost of living increase and merit increase.

Executive director Snead said she would bring a proposed budget without the merit increase unless the budget could bear the additional cost.

Executive director Snead reviewed the list of property proposed for disposal. A discussion regarding the standing desk ensued, with Board

member McCloskey encouraging the staff to keep the desk to encourage staff who may not be hired yet to use it for their health.

Chair Lewis adjourned the work session at 7:09pm.

BUSINESS MEETING, approximately 7:30 PM
(immediately following the work session)

1. Convene meeting

The Chair called the business meeting to order at 7:10pm.

Roll Call: Chair Jinnell Lewis, Vice Chair Lindsay Foster-Drago, Secretary/Treasurer Deanna Seibold, Board members Suppah and McCloskey were present in person.

2. Pledge of Allegiance

3. Board Chair Lewis read the land acknowledgement

4. Adoption of the Agenda

Secretary/Treasurer Seibold moved to approve the agenda as presented. Board member McCloskey seconded. Motion passed 5-0.

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 comments to three minutes.

John Slyter shared that he is a parent and volunteer in MACRD programs and has spoken with the executive director about his concerns. He was concerned about the facilities and equipment available for youth basketball. As a result, their team changed venues for their practice and purchased their own equipment, for which he has requested the MACRD reimburse him and was denied. He is frustrated that it is the MACRD's way or the highway. He is also concerned about a lack of recreation swims and the structure of memberships.

Rob Galyen provided a letter to the board of directors and read it outloud. He shared that he has spoken with the executive director on this matter. He is a parent and volunteer coach of an 8 year old and is attending the meeting to share concerns about the youth sports program. He has concerns about the quality of equipment, enforcement of safety and sportsmanship rules, and accountability and training of referees. He indicated he had asked to be placed on the agenda and the executive director said that was only for partner organization or presentations by staff, and that public with concerns could speak during the visitors section.

Kasey Skaar said that he had similar frustrations as shared by Rob Galyen, as a volunteer coach this year for youth basketball. Also talked about adult basketball and changing from a league to open gym. He is concerned about the type of youth basketball being played, and told the board that there were community members ready to help improve safety.

Frank Maynard said he hadn't planned to speak. He is the 14U/16U/18U club volleyball coach, and his experience with the MACRD and staff has been the opposite from the speakers that preceded him tonight. He feels well supported by staff, and understands that the club volleyball program is competitive and not about equal play, as the programs the others are discussing tonight. He shared that he understands how grievances build up, but he was not sure how the board of directors was responsible for referees in programs. He shared that he enjoys the staff he works with at the MACRD.

Board member McCloskey asked who referees for youth basketball, as she recalls when Kiwanis ran the program they had the same complaints about referees being inconsistent with their calls.

John Slyter responded from the audience that they were high school boys this season.

Cody Kollen approached the microphone to speak. He said that we all underestimate the capabilities of kids as referees, and that with expectations and training they can get better. He wondered if having volunteer referees would be a better way to manage it.

Executive director Snead thanked everyone in attendance and said that the team grows and learns everyday and can always get better. She said she would reach out to those in attendance to set up a youth sports meeting to discuss concerns and develop solutions together.

Vice Chair Foster-Drago offered to donate the funds to cover the cost of the basketballs Mr. Slyter purchased. She said that this year's basketball season

had the highest turnout ever, and agreed with the executive director that we can always get better. She offered to be involved in the youth sports meeting.

7. Financial reports
 - a. February 20, 2023 balance sheet
 - b. February 2023 Month end profit and loss report
 - c. Year-over-year profit and loss comparison report (as of 03.15.23)

Executive director Snead reviewed the financial reports included in the board packet.

8. Consider approval of the consent agenda:
 - a. Receive and acknowledge February 2023 financials
 - b. Approve Board work session and business meeting minutes, February 20, 2023

Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Vice Chair Foster-Drago seconded. Motion passed 5-0.

9. Consider approving a proposed FY2022-23 supplemental budget
 - a. Hold a public hearing on FY2022-23 supplemental budget, as noticed in the Madras Pioneer on March 8, 2023
 - b. Consider approving resolution #2023-07, adopting a supplemental budget for the FY2022-23 budget period beginning July 1, 2022

Chair Lewis opened the public hearing at 7:54pm. No one was present to provide testimony. Chair Lewis closed the public hearing at 7:54pm.

Secretary/Treasurer Seibold moved to approve resolution#2023-07, adopting a supplemental budget for the FY2022-23 budget period beginning on July 1, 2022. Board member McCloskey seconded. Motion passed 5-0.

10. Consider ratifying the executive director's approval of a quote for \$79,307 from Central Oregon Heating and Cooling for the Safer Indoor Environment grant project.

Board member McCloskey moved to ratify the executive director's approval of a quote for \$79,307 from Central Oregon Heating and Cooling for the Safer Indoor Environment Grant Project and authorize the executive director to sign the grant agreement with the State of Oregon. Secretary/Treasurer Seibold seconded. Motion passed 5-0.

11. Consider authorizing the board chair to sign Research Services Agreement #32618 with the University of Oregon, not to exceed \$30,000, for the MACRD Master Plan project.

Secretary/Treasurer Seibold moved to authorize the Board Chair to sign the Research Services Agreement #32618 with the University of Oregon, not to exceed \$30,000 for the MACRD Master Plan project. Vice Chair Foster-Drago seconded. Motion passed 5-0.

12. Consider approval of the MACRD Membership Policy #2015-13

Board member McCloskey moved to approve policy #2015-13, MACRD membership policy, as presented. Secretary/Treasurer Seibold seconded. Motion passed 5-0.

13. Consider approval of the Facility Rentals Policy #2015-12

Secretary/Treasurer Seibold moved to approve policy #2015-12, Facility Rentals Policy, as presented. Board member Suppah seconded. Motion passed 5-0.

14. Consider approval of the Scholarship Policy #2015-06

15. Consider approval of the Draft Volunteer Policy #2023-03

Secretary/Treasurer Seibold moved to approve policies #2015-06 and 2023-03, Scholarship policy and volunteer policy, as presented. Vice Chair Foster-Drago seconded. Motion passed 5-0.

16. Consider approval of the proposed FY2023-24 fees schedule

Secretary/Treasurer Seibold moved to approve the fees schedule with the amendment to strike the 6% processing fee for all credit card transactions, but to approve the 6% processing fee in the case of refunds back to credit cards, as discussed in the work session. Board member McCloskey seconded. Motion passed 5-0.

17. Consider approval of Resolution 2023-08, declaring surplus property and authorizing the sale of public property

Secretary/Treasurer Seibold moved to approve resolution 2023-08, declaring surplus property and authorizing the sale of public property. Vice Chair Foster-Drago seconded. Motion passed 4-1, with Board member McCloskey voting against because she wanted to encourage staff to use the standing desk.

18. Review the annual performance evaluation of the executive director

Board Chair Lewis reviewed the evaluation process and shared that the board reviewed a summary of findings during the February 20, 2023 executive session noticed for evaluating the executive director. The summary will now be available to the public and placed in the executive director's personnel file if approved by the board tonight.

Board member McCloskey moved to officially accept the evaluation as presented. Vice Chair Foster-Drago seconded. The motion passed 5-0.

19. Executive director report

Executive Director Snead reviewed the report included in the board packet. She requested that one or two board members attend a Madras Swim Team meeting to discuss the facility use agreement. Board member McCloskey and Board Chair Lewis offered to attend.

20. Board member highlights

Board Chair Lewis shared that she attended the last club volleyball tournament of the season and 14U got second place, it was a fun season. She noted that Frank loves to talk shop in between games and is really motivated to figure out how to build additional gym space in the community.

Secretary/Treasurer Seibold said she is excited to be a part of the master plan steering committee, with the meeting coming up at the beginning of April.

Board member Suppah said she appreciated the public comments tonight, and it was good to hear their perspectives on the programs and how we can improve.

Board member McCloskey said that she remembers hearing the same concerns about youth sports when her kids were that age and participating in youth basketball through Kiwanis. She recalls that referees were intimidated by parents and it can be difficult to referee in that environment. She also shared that while in Wickenburg, Arizona she played pickleball and really enjoyed it, so she is excited for the community to get some courts built locally.

Vice Chair Foster-Drago said she appreciated the public comments tonight, as well as Courtney's transparency with communications with patrons and seeing the full loop of those communications. She wishes

more community members would attend meetings to hear what is going well and how we can improve.

Board member Suppah agreed, and said she appreciated that Courtney offered a solution-based follow up to come up with how to improve together with the speakers from tonight's meeting.

21. Adjourn

Board Chair Lewis adjourned the business meeting at 8:44pm.

The next board work session and business meeting is scheduled for Monday, April 17, 2023 at 6:00pm.

Respectfully submitted,  4/17/23
Courtney Snead, Executive Director Date

 4/17/23
Jinnell Lewis, Board Chair Date