

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

Wednesday, March 27, 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 Jillisa Suppah attended in person. Secretary/Treasurer Jean McCloskey and Board member Jinnell Lewis were present via zoom.

Chair Deanna Seibold was absent.

Staff Members present:

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

Visitors:

Brandie McNamee 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 6:05pm.
2. FY2023-24 budget development
 - a. Second review of budget assumptions (if measures pass or fail)
 - b. Analysis of potential fees
 - i. FY2023-24 wrap up documents for programs
 - c. Draft wage scale

Executive director Snead reviewed the board packet documents, including the budget assumptions staff memo, fees schedule analysis, proposed organizational charts if the measures pass or do not pass, and the draft wage scale.

Board members asked a variety of clarifying questions regarding the fee schedule analysis. Executive director Snead recommended that the board keep fees consistent through the summer 2024 season and, once the election outcome is decided, use the summer to decide how to move forward with fees starting in September 2024 with the school year guide.

Vice Chair Foster Drago asked when the board would make that decision, and executive director Snead said that it would be helpful to have the board make a motion this evening to that affect so staff can move forward with the summer guide printing in April 2024.

Vice Chair Foster Drago requested that staff present descriptions of the positions included in the proposed organizational chart to the board to help them understand the job functions that each position will be assigned. Executive director Snead said that staff would bring that information back to the April 2024 work session for the board to review.

Board member Lewis clarified that lifeguard position pay would not change in the proposed wage scale. Executive director Snead noted that starting pay was close to between the lower Redmond district and higher Bend district lifeguard pay, and staff was concerned that if they raised it, it would compress the positions above it in the organizational chart. Snead also noted that a change will be proposed in the employee handbook making all staff eligible for merit-based raises, as well as new bonafide factors for hiring that would give them a percentage increase over starting pay if they met them.

3. Standing and timely updates
 - a. Capital improvements and other maintenance projects
 - b. Dissolution and new district formation process
 - i. Flier and draft email to patrons submitted to the Secretary of State's office for safe harbor review
 - ii. Friends of the MACRD PAC updates (led by Board members)

Executive director Snead shared that the State Department of Revenue approved the proposed boundary change associated with the dissolution and reformation of the district, which was another deadline/decision on the path toward the election. She also shared the draft flyer under review by the Secretary of State's office for safe harbor, that if approved, could be shared by the district during election season with confidence that the information was informational-only and would not sway voters one way or the other.

Board member Lewis shared that she and Chair Seibold were working on getting a meeting scheduled for the Friends of the MACRD PAC and an email would be sent out within the next week.

Vice Chair Foster-Drago adjourned the work session at 6:51pm.

BUSINESS MEETING, approximately 7:15 PM

(immediately following the work session)

1. Vice Chair Foister Drago convened the business meeting at 6:51pm.
Roll Call: *Chair Deanna Seibold was absent, Vice Chair Lindsay Foster-Drago attended in person, Board member Jillisa Suppah attended in person, Secretary/Treasurer Jean McCloskey was present via zoom, and Board member Jinnell Lewis was present via zoom.*
2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

Vice Chair Foster Drago asked the board to add a new #10 to the agenda based on the work session discussion regarding fees for summer 2024.

Secretary/Treasurer McCloskey moved to approve the agenda as amended. Board member Suppah 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. February 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.

8. Consider approval of the consent agenda:
 - a. Acknowledge receipt of February 2023 financials
 - b. Approve Board work session and business meeting minutes, February 28, 2024

Secretary/Treasurer McCloskey moved to approve the consent agenda as presented. Board member Suppah seconded. Motion passed 4-0.

9. Consider approving a summary of the executive director's annual evaluation

Secretary/Treasurer McCloskey moved to approve the 2023 executive director evaluation. Board member Suppah seconded. Motion passed 4-0.

10. Consider approving the fees for the summer 2024 season

Vice Chair Foster Drago recapped the work session discussion regarding fees, and asked for a motion to approve keeping fees consistent with the current year through the summer 2024 season, with the board re-evaluating fees over the summer after the May 2024 election outcome.

Board member Suppah moved to approve keeping fees consistent with the current year through the summer 2024 season, with the board re-evaluating fees over the summer after the May 2024 election outcome. Secretary/Treasurer McCloskey seconded. Motion passed 4-0.

11. Executive director report

Director Snead reviewed the report included in the board packet.

12. Board member highlights

Board member Suppah said that she enjoyed basketball season and coaching, but was glad the longer season was over since it was a longer season this year with the weather cancellations.

Board member Lewis said that the Club Volleyball season was also over, and that they had a end of season party where the parents and players scrimmaged that was really fun. She also noted that her son is excited for flag football to start in April.

Secretary/Treasurer McCloskey said she was currently camping on the banks of the Colorado River, and enjoying their trip back to Oregon. She is looking forward to attending the April meeting in person.

