

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

Monday, April 18, 2022 6:00 pm

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



Board members present:

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

Staff Members present:

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

Visitors:

Bud Beamer, Madras Swim Team Board President

WORK SESSION, 6:00PM

1. Board Chair Lewis convened the work session at 6:18pm.
2. Review proposed facility use agreement with the Madras Swim Team
 - a. Draft facility use agreement for FY2022-23

Executive director Snead reviewed the cover memo included in the packet, including the substantive changes proposed for the upcoming fiscal year agreement.

MST Board President Beamer talked about the proposed agreement and the challenges associated with the club transitioning from being a program of the MACRD to being managed by a separate nonprofit organization. He said that fundraising is challenging with the economy and asked the board to consider adding one more year to the facility fees waiver, which is currently set to end on June 30, 2023.

Executive director Snead said that MACRD staff are trying to be helpful and supportive, but that she recommends the board not extend the facility fees waiver beyond this year. She referenced the need to operate the MAC like a business to ensure it is sustainable into the future. A discussion ensued about the cost of club programming through the MAC and the MST fees.

Board members asked clarifying questions about the proposed agreement.

Executive director Snead told the board that they could choose to remove the language associated with the fee waiver and keep the agreement as-is until next spring when the

agreement is renegotiated. It puts the decision about when to start charging fees off for one more year, and essentially leaves the agreement silent on when facility use fees will begin being charged.

The consensus of the board was to leave the language in reflecting the district's intent to begin charging facility use fees on July 1, 2023. Executive director Snead said that the agreement would be brought back to the board for action at the May 16, 2022 business meeting.

3. Review draft employee handbook
 - a. Draft employee handbook

Executive director Snead reviewed the draft employee handbook and cover memo included in the board packet.

Board members Foster-Drago and Lewis asked about the business hours and if the MAC would open back up on Mondays in the near future.

Executive director Snead said no unless additional management staff are added. A discussion ensued regarding the operational approach to managing the deck and the reason for always having managers in the building during operating hours.

A discussion occurred regarding paid holidays, floating holidays, vacation accruals, a new proposed vacation cash out policy and closing the MAC on the day after Thanksgiving and Christmas Eve. The consensus of the board was to encourage staff to take their time off when they can, they were generally fine with the vacation accruals but would like to discuss it further next year after we see how the vacation cash out policy goes, and to be closed the day after Thanksgiving and Christmas Eve. They will not be official district paid holidays, so full-time staff can choose to work or use their floating holiday/vacation hours on those days.

4. Standing updates
 - a. Local option levy

Board chair Lewis said she is working on getting a PAC meeting scheduled in the next few weeks and has been in touch with a few folks who are interested in helping out.

- b. Capital improvements and other project updates
 - i. Scoreboard project
 - ii. Safety and security system upgrades
 - iii. HVAC system
 - iv. Website

Executive director Snead updated the board on the capital improvement projects listed above. Scoreboard is getting installed today and tomorrow, the safety and security system upgrades are scheduled to be installed at the beginning of May. Snead is looking for funding for the HVAC system updates. The new website and summer guide are both in production. The guide should be mailed out in early May and the website should be ready to roll out sometime in June.

The work session was adjourned at 7:55pm.

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

The Chair called the business meeting to order at 7:55pm.

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

Secretary/Treasurer Seibold moved to approve the agenda as presented. Vice Chair Foster-Drago 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.

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

Executive director Snead shared two google reviews and a front desk patron story, all of which were included in the board packet.

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

Executive director Snead reviewed the general fund and debt service fund financial reports included in the board packet.

7. Consider approval of the consent agenda:
 - a. Approve Board work session and business meeting minutes, March 21, 2022
 - b. Receive and acknowledge financial reports for March 2022

Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Vice Chair Foster-Drago seconded. Motion passed 3-0.

8. Consider authorizing the executive director to sign an intergovernmental agreement with the 509J Jefferson County School District
 - a. Intergovernmental agreement

Executive director Snead requested that the board change the motion when it comes to authorizing the board chair to sign the agreement rather than the executive director. She reviewed the agreement and discussions about the school district's intentions for the

focus of aquatics programming. The school board approved the agreement on Monday, April 11.

Vice Chair Foster-Drago moved to authorize the board chair to sign an intergovernmental agreement with the 509J school district. Secretary/Treasurer Seibold seconded. Motion passed 3-0.

9. Consider approving the FY2022-23 tax anticipation loan agreement with Jefferson County
 - a. Cover memo
 - b. Loan Agreement

Executive director Snead reviewed the cover memo included in the board packet. She presented to the Jefferson County Commission a couple weeks ago and they are supportive of providing the tax anticipation loan at a rate of \$200,000 with a 3% interest rate.

Vice Chair Foster-Drago moved to approve the FY2022-23 tax anticipation loan agreement with Jefferson County. Secretary/Treasurer Seibold seconded. Motion passed 3-0.

10. Consider approving the proposed MACRD Pay Scale, effective immediately
 - a. Cover memo
 - b. MACRD Pay Scale

Executive director Snead reviewed the cover memo included in the board packet. She reminded the board that the pay scale was presented in the March work session, and the only change was to increase the custodian position be \$1/hour as recommended by the board at the work session.

Vice Chair Foster-Drago moved to approve the MACRD Pay scale effective immediately. Secretary/Treasurer Seibold seconded. Motion passed 3-0.

11. Consider approving resolution #2022-06, ORPD Local government planning grant application support
 - a. Resolution #2022-06, ORPD Local government planning grant application supportExecutive director Snead reminded the board that they had approved applying for a grant to build pickleball courts on the knoll. We found during our research into the project that the land was actually city right-of-way, so we can't apply for that grant until the land is vacated. Instead, we are proposing that we apply for planning funds to complete a master plan for the district, which is almost better. This funding includes a 10% match requirement from the district and would allow us to hire a consultant to do patron, stakeholder, and community outreach that will inform the development of the plan for both future services and facilities. The Jefferson County Commission, City of Madras, and Bean Foundation are all writing letters of support for the grant application. The grant application is due in May.

Vice Chair Foster-Drago moved to approve Resolution #2022-06, ORPD Local government planning grant application support. Secretary/Treasurer Seibold seconded. Motion passed 3-0.

- 8. Executive director report
 - a. Closing the MAC on Saturday, June 4, 2022, for graduation day (Culver & 509J)

Executive director Snead reviewed the executive director report included in the board packet. She also reported that with all the staff requests for time off on graduation day, and wanting to support our graduating staff, we will be closing on that day unless the board has strong feelings otherwise. The board was supportive of closing on that day.

9. Board member highlights

Secretary/Treasurer Seibold has been doing budget committee work outside of her role on the MACRD board and offered to present to the city budget committee regarding our grant application if Courtney can't be there.


Vice Chair Foster-Drago shared that her highlight is her Dad walking around Keith Manufacturing talking about swim lessons and how great an instructor Payton has been for his granddaughter.

Chair Lewis shared that the first flag football with all the snow gear was great, and that her kiddo chose to skip a family trip so he wouldn't miss his first game. Everyone commented on how well attended the first day was by families.

14. Adjourn

Board Chair Lewis adjourned the business meeting at 8:33pm.

The budget committee orientation is scheduled for Thursday, May 5 at 6:00pm and the next board business meeting is scheduled for May 16, 2022 immediately following the budget committee meeting.

Respectfully submitted,  05/16/22
Courtney Snead, Executive Director Date

 5/16/22
Jimnell Lewis, Board chair Date