

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

**Monday, May 16, 2022 at approximately 7:30pm.
following the budget committee meeting**

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



Board members present:

Board Chair Jinnell Lewis, Board Vice Chair Lindsay Foster-Drago, Board Secretary/Treasurer Deanna Seibold, Board Member Teresa Baggett and Board Member Jillisa Suppah attended in person.

Staff Members present:

Courtney Snead, Executive Director, Gregg Markwardt, Facility and Safety Director, and Shawna Hicks, Recreation Manager attended in person.

Visitors:

None.

BUSINESS MEETING, approximately 7:30PM, immediately following the budget committee meeting

The Chair called the business meeting to order at 7:25pm.

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

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

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 a google five star review and a notice of vacation of an adjacent city property from the City of Madras, both of which were included in the board packet.

6. Financial update
 - a. April 2022 balance sheet
 - b. April 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, April 18, 2022
 - b. Receive and acknowledge financial reports for April 2022

Board Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Board Member Baggett seconded. Motion passed 5-0.

8. Consider approving the FY2022-23 facility use agreement with the Madras Swim Team
 - a. FY2022-23 Facility Use Agreement

Executive director Snead reminded the board that the draft agreement was presented at the April 18 work session with the MST Board President in attendance. One minor change has been made to the draft clarifying that the MST coach must meet all certification requirements of USA swimming and removing any additional local requirements. The agreement states that the MACRD will waive facility fees and subsidize the swim team an estimated \$28,000 in fiscal year 2022-23 in facility usage fees. This agreement indicates that MST will begin paying for facility usage in FY2023-24. The verbal agreement was to waive their facility use fees for three years, the final year of which is the proposed agreement.

Board Secretary/Treasurer Seibold moved to authorize the board chair to sign the facility use agreement as presented effective June 12, 2022 for the summer season. Board Member Suppah seconded. Motion passed 5-0.

9. Consider approving the proposed Vacation pay out policy, effective immediately
 - a. Cover memo
 - b. Vacation Pay-out policy

Executive director Snead reminded the board that the draft employee handbook that included this policy was presented at the April 18 work session. The full manual will be brought to the board in June for approval. Staff is bringing this policy separately so it can go into effect prior to the end of this fiscal year so we can potentially pull vacation liability off of our balance sheet by paying out accrued vacation hours before June 30, the end of the fiscal year. The policy gives staff the option of cashing out accrued vacation.

Chair Lewis asked about the vacation accrual policy. Executive director Snead reminded the board that the current policy allows staff to accrue up to 240 hours before they stop accruing it. Due to the lifeguard shortage, there are a couple full time staff who are

unable to take vacation and as a result are bumping up against the accrual cap and/or accruing a high number of vacation hours that end up as a liability on our balance sheet, as we pay out any accrued vacation upon separation of employment.

Chair Lewis, Vice Chair Foster-Drago, and Secretary/Treasurer Seibold all verbalized concerns that staff can't take vacation, long-term impacts of this policy on the financials of the district, and ultimately were interested in ensuring that the policy be reviewed. Executive director Snead said that they could adopt this as a pilot policy to try this year, leave it out of the new employee handbook, and evaluate its effectiveness next year or they could put a date certain in the motion to ensure the vacation accrual and pay out policies are reviewed in winter 2023 prior to budget development next year.

Board Secretary/Treasurer Seibold moved to approve the vacation pay out policy effective immediately and to be revisited and reviewed in February 2023 by the board of directors. Board member Baggett seconded. Motion passed 5-0.

10. Consider approving resolution #2022-07, approving a budget adjustment for the FY2021-22 Budget period beginning July 1, 2021
 - a. Cover memo
 - b. Resolution #2022-07, approving a budget adjustment for the FY2021-22 Budget period beginning July 1, 2021

Executive director Snead reviewed local budget law requirements for having budget authority to expend funds. The proposed resolution moves budget authority to the capital improvements budget for the filter replacement project so we can order the part, which may not actually require an expenditure until next fiscal year, resulting in a budget adjustment potentially in next year's budget as well. The proposed budget authority transfer includes \$19,000 from personnel services and \$6,000 from materials and services in the MAC Facility budget.

Chair Lewis asked how many filters there are back in the pump room. Director Markwardt replied that there are four filters of the same size in the pump room and one smaller filter. Chair Lewis reminded the board that there are a lot of mechanical requirements and parts in the pump room that have not been replaced since the building was constructed. Director Markwardt feels that with appropriate preventative maintenance, the filters should last, but due to a lack of maintenance over the last thirteen years we may see these filters requiring replacement over the next few years. Executive director Snead said that part of this is telling our story, and that when every day people picture a pool filter it is not a \$25,000 piece of equipment that they visualize. Director Markwardt also mentioned staff's goal to be proactive about maintenance and implement quarterly inspections and reviews of our systems that may cost more upfront, but should save us from these situations in the future.

Board Secretary/Treasurer Seibold moved to approve resolution #2022-07, approving a budget adjustment for the FY2021-22 Budget period beginning July 1, 2021. Board member Baggett seconded. Motion passed 5-0.

7. Executive director report

Executive director Snead reviewed the report included in the board packet.

8. Board member highlights

Vice Chair Foster-Drago was at the MAC for swim lessons and got to peek at the new website; it looks really nice. The more exciting part of it was that the team is so excited about it. Having a whole staff group united behind a plan was the highlight of her time as a board member. This is a team excited about what they are doing, and its going to make a difference in what we do. Also shared that there is a fun group where she works, and someone asked about renting out the MAC for a company rental, and it was neat that people are thinking of the pool for a company party or event.

Secretary/Treasurer Seibold came in on Saturday and it was exciting because it was incredibly busy, although she had a tough time finding parking. She noticed that there were quite a few older kids enjoying the pool, and it was cool seeing teenagers out having fun at the pool.

Executive Director Snead thanked Deanna for bringing lemon-blueberry cupcake/muffin hybrids that were very popular with the staff, for the record.

Board member Suppah said that she has heard from families in Warm Springs about their experiences with swim lessons and sports and they have had a great experience and a good time, which made her really excited for the work we are doing.

Chair Lewis said that she came in for toddler time last Friday, and there were two families here from Prineville. They invited her daughter to have a cupcake, and they got to talking and they said that they come to the MAC every Friday because the MAC is the best pool in central Oregon. Flag football on Saturday was the first weekend that it didn't rain, so it was a fun day for kids and their families.

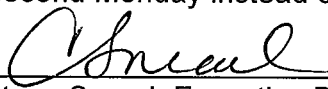
Board member Baggett said that when she has highlights she is going to get as excited as Lin was for her highlight report.

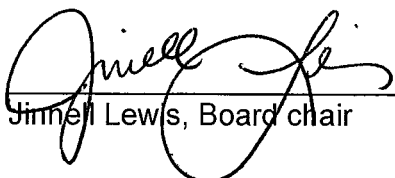
Chair Lewis reminded the board that the first meeting of the MAC political action committee (PAC) is on Monday, May 23 at 5:30pm at the MAC, and it would be great if one additional board member could attend. Board members Suppah, Baggett, and Seibold are unavailable. Vice Chair Foster-Drago said that she will try to attend.

13. Adjourn

Board Chair Lewis adjourned the business meeting at 8:14pm.

The next board work session and business meeting is a special meeting scheduled for Monday, June 13, 2022 (the second Monday instead of the third due to budget adoption).

Respectfully submitted,  06/13/2022
Courtney Snead, Executive Director Date

 6/13/22
Jimmie Lewis, Board chair Date