

Board of Directors
Work Session & Business Meeting

Monday, June 13, 2022 at 6:00pm

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741



Board members present:

Board Chair Jinnell Lewis and Secretary/Treasurer Deanna Seibold attended in person. Board Member Teresa Baggett joined via zoom at 6:30pm. Board Vice Chair Lindsay Foster-Drago and Board Member Jillisa Suppah were absent.

Staff Members present:

Courtney Snead, Executive Director, Payton Kryla, Aquatics Manager and Shawna Hicks, Recreation Manager attended in person. Gregg Markwardt, Facility and Safety Director, joined via zoom.

Visitors:

Chief Jeff Blake, Mack Gardner, and Martin Ramirez attended in person. Jeremy Green and Courtney Osborn, Bryant Lovlien & Jarvis joined via zoom.

WORK SESSION, 6:00 PM

1. Updates from local partner special districts, Fire/EMS
(Chief Jeff Blake and Mack Gardner)

Mack Gardner provided a summary of activities for the Fire District and EMS merger process. Chief Jeff Blake introduced himself and talked about his goals for the district.

2. Standing updates
 - a. Local option levy
 - i. Presentation of memorandum on process/timing
(Jeremy Green, Attorney, Bryant, Lovlien, & Jarvis)

Jeremy Green reviewed the memorandum on process and timing for the local option levy election in November 2022. He indicated that they were in the process of drafting the resolution for the board to consider for approval that includes the levy title and summary language. He described the staff and board responsibilities related to political activities.

Board Chair Lewis asked if she could share the memorandum for the Friends of the MACRD PAC. Mr. Green said he was fine with the memo being made available to others.

b. Capital improvements and other maintenance project updates

Executive director Snead shared that the replacement filter is 4-6 months out and the funds for that expense will be made in the next fiscal year. With maintenance, we want to recognize the pool and spa house as being helpful while Gregg is on paternity leave, as they have been providing guidance to staff to troubleshoot pump room issues. Staff has also received estimates for adding cooling coils for approximately \$55,000 and researching potential financing options.

Chair Lewis asked if staff was going to look at prior energy savings projects. Ms. Snead said that she was researching the projects and looking into the contracts.

3. Administrative updates
 - a. Website project
 - b. Membership partners

Executive director Snead shared that the new website is up and running, although there have been some challenges with browsers updating. We have been receiving positive feedback that it's user friendly and intuitive.

Staff has been working on a new corporate membership program that we are modeling after our partnership with the Fire district. This will be rolling out soon. Ms. Snead also shared that staff is seeing an increase in membership purchases for the new fiscal year.

Chair Lewis adjourned the work session at 6:50pm. Board members took a 5-minute break.

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

The Chair called the business meeting to order at 6:56pm.

1. Roll Call: Board Chair Jinnell Lewis and Secretary/Treasurer Deanna Seibold attended in person. Board Member Teresa Baggett joined via zoom. Board Vice Chair Lindsay Foster-Drago and Board Member Jillisa Suppah were absent.
2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Correspondence

- a. Patron comment card(s), email(s), and other communications regarding MACRD operations
- b. Jefferson County Public Health Inspection reports (May 31, 2022)
- c. Request from the Sparklers for donations
- d. Broadband Initiative email and survey link

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

5. 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.

Martin Ramirez spoke to the board about concerns related to a patron and customer service amongst MACRD staff members.

6. Public hearing for FY2022-23 budget adoption

Opportunity for public input on the FY2022-23 budget
(as noted in the LB-1, published in the Madras Pioneer on June 1, 2022)

Chair Lewis opened the public hearing at 7:12pm. No members of the public were present to speak. Chair Lewis closed the public hearing at 7:12pm.

7. Financial update

- a. May 2022 balance sheet
- b. May 2022 Month end profit and loss budget vs actual
- c. Verbal report: Pre-audit work started for FY 2021-22

Executive director Snead reviewed the financials included in the board packet. She shared that pre-audit work had begun with the auditor, who for the record, has joined the Sensiba San Filippo firm. We will go out for RFP next year for audit services, as this is our third year with this firm.

8. Consider approval of the consent agenda:

- a. Receive and acknowledge financial reports for May 2022
- b. Approve Budget Committee Orientation meeting minutes, May 3, 2022

- c. Approve Budget Committee meeting minutes, May 16, 2022
- d. Approve Board work session and business meeting minutes, May 16, 2022

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

- 9. Consider adopting Resolution 2022-08, adopting the FY2022-23 budget, making appropriations, imposing the tax, and categorizing the tax
 - a. Resolution 2021-08, adopting the FY2022-23 approved budget
 - b. FY2022-23 approved budget worksheets

Board Secretary/Treasurer Seibold moved to approve resolution 2022-08, adopting the FY2022-23 budget, making appropriations, imposing the tax, and categorizing the tax. Board member Baggett seconded. Motion passed 3-0.

- 10. Consider approving the revised MACRD employee handbook, effective July 1, 2022
 - a. Cover memo
 - b. MACRD Employee Manual

Board Secretary/Treasurer Seibold moved to approve the MACRD employee manual effective July 1, 2022. Board member Baggett seconded. Motion passed 3-0.

- 11. Executive director report

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

- 12. Board member highlights

Board member Seibold shared that she attended the MAC Trust meeting and they are making plans for the MAC Bash, which is scheduled for October 14, 2022 at the MAC.

Board Chair Lewis shared that she was at the pool recently where there were 150 patrons in the pool and it was super fun. She also said that flag football season was awesome, and that her son was disappointed the season was over. In response, Shawna Hicks mentioned that fall registration for flag football opens on July 5.

Board member Baggett left the meeting at 7:31pm.

Board Chair Lewis shared that the Friends of the MACRD is holding a meeting on Monday, June 27 at 5:30pm at the MAC and hoped a board member could join her. Board Secretary/Treasurer Seibold indicated that she is available to attend.

13. Adjourn

Board Chair Lewis adjourned the business meeting at 7:35pm.

The next board work session and business meeting is scheduled for Monday, July 18, 2022.

Respectfully submitted, C Snead 07/25/22
Courtney Snead, Executive Director Date

Jinnell Lewis 7/25/22
Jinnell Lewis, Board chair Date