

**Board of Directors
Special Meeting**

Monday, July 6, 2021 6:30 pm

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



Board members present:

Lindsay Foster-Drago, Jinnell Lewis, Deanna Seibold, Teresa Baggett.
Jillisa Suppah was absent.

Staff Members present:

Courtney Snead, Executive Director and Gregg Markwardt, Rec Programs and Facility Director.

Visitors:

None.

WORK SESSION, 6:30PM

1. Vice Chair Foster-Drago convened the work session at 6:40p.m.
2. Discuss capital expenses and planned maintenance for September 5-September 27, 2021 closure

Executive director Snead reviewed staff's plan for maintenance during the September MAC closure. The following projects are planned:

- slide refurbishment,
- filter media replacement,
- first aid/lifeguard room deep cleaning
- locker room and bathroom deep cleaning
- any outstanding annual maintenance of facility equipment (HVAC/boilers)

In addition to facility maintenance, staff will be participating in trainings for supervisors/managers, catching up on required SafePersonnel trainings online, and an in-service will be conducted for swim instructor and lifeguard staff who are staying on for the school year.

Board member Lewis asked if staff could report on memberships and how they are working since the board voted to change the structure last spring. Executive director Snead said she would bring a report to the board at the next meeting.

3. Discuss board meeting schedule for FY2021-22

Executive director Snead asked the board for their feedback on the board meeting schedule. She asked the board to confirm the third Monday standing meeting and time and asked what time the board wanted to meet on those days.

The consensus of the board is to continue meeting on the third Monday of the month and start the work session at 6:00pm with the business meeting to follow.

4. Programming update

Executive director Snead shared the typical timeline for programming; usually in June/July fall program planning is happening. There are three regular fall programs: youth flag football, youth soccer, and tackle football. Tackle football is part of a central Oregon league with 3 other districts, 2 of which are not planning to offer tackle football due to staffing challenges, so the MACRD may not be offering tackle football this fall but will be bringing it back in Fall 2022.

Board members asked questions about exploring alternative options for offering practices or skill development programming rather than not offering tackle football. Staff indicated that youth flag football will be offered for the middle-school aged kids (which is not typical) as an alternative.

Staff is also developing a programming task force that will start meeting in the fall to talk about the type of programming we should be offering, share the process of developing programs, and develop a path forward for programming in the future through conducting a needs assessment, prioritization, and capacity planning. Snead encouraged the board to forward any names to her for the programming task force.

The MACRD is better positioned to do aquatics programming at this time, from a staffing and staff capacity perspective, and as a result we're looking at expanding offerings in the fall. Another programming unknown is whether we will have access to school facilities during the 2021-22 school year. Staff will keep the board posted as more information becomes available.

Executive director Snead also shared an update on the program supervisor position recruitment and the potential timing of a new person starting in that role. An update was also shared regarding the challenges associated with hiring staff in the current environment.

Junior golf programming for summer will start in August, and hopefully will continue year-around, as we have hired an awesome part-time golf programming coordinator. In addition, swim lessons have been the most requested programming, since COVID-19 restrictions have impacted how many we can offer. Since those restrictions have been lifted, staff is working on ramping up swim lessons in August as a great way to engage with families.

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

1. The business meeting began at 7:26pm.

2. Roll Call: *Vice-Chair Foster-Drago, Secretary Lewis, Board Member Seibold, Board Member Baggett. Board Member Suppah was not present.*

3. Pledge of Allegiance

4. Adoption of the Agenda

Board member Seibold moved to adopt the agenda with an amendment to add a new #5 oath of office. Board member Lewis seconded. Motion passed 4-0.

5. Oath of Office for new board members

Vice Chair Foster-Drago administered the oath of office to Deanna Seibold and Teresa Baggett.

6. Election of Board Officers

a. Chair

Vice Chair Foster-Drago called for nominations for board chair. Board member Seibold nominated Board member Lewis as board chair. Board member Baggett seconded. Board member Lewis accepted the nomination. The motion passed 4-0.

b. Vice Chair

Chair Lewis called for nominations for board vice chair. Board member Seibold nominated Board member Foster-Drago as board vice chair. Board member Baggett seconded. Board member Foster-Drago accepted the nomination. The motion passed 4-0.

c. Secretary/Treasurer

Chair Lewis called for nominations for board secretary/treasurer. Vice Chair Foster-Drago nominated Board member Seibold as board secretary/treasurer. Board member Baggett seconded. Board member Seibold accepted the nomination. The motion passed 4-0.

7. 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 members of the public were present.

8. Financial update

a. Due to it being the end of the fiscal year, June financials will be presented to the board of directors at the August board business meeting.

Executive director Snead said that she planned to bring draft June 2021 financial reports to the board in August, but that they are not finalized until the end of August. Final fiscal year financial reports will be provided after the FY2021-21 audit is completed this fall.

9. Consider approval of the consent agenda:
 - a. Board business meeting minutes, June 21, 2021
 - b. Board special meeting minutes, June 28, 2021

Board Secretary/Treasurer Seibold moved to approve the consent agenda. Vice Chair Foster-Drago seconded. Motion passed 4-0.

10. Consider authorizing the executive director to sign an engagement letter with SGA Certified Accountants and Consultants for the FY2020-21 audit
 - a. Cover memo
 - b. Engagement letter

Executive director Snead reported that this is a typical annual action for the organization to take to engage with auditors for the prior fiscal year audit. The current firm has done the last two years of audits, and Ms. Snead recommends the board authorize her to sign the engagement letter.

Chair Lewis asked if and when it is appropriate to go out for a request for proposals for these services.

Executive director Snead said that it is standard practice to go out with a request for proposals every three to five years.

Board Secretary/Treasurer Seibold moved to authorize the executive director to execute an engagement letter with SGA Certified Accounts and Consultants for the FY2020-21 audit. Vice Chair Foster-Drago seconded. Motion passed 4-0.

11. Consider annual resolution 2022-01, establishing annual procedures for the Madras Aquatic Center Recreation District
 - a. Cover memo
 - b. Resolution 2022-01, establishing annual procedures for the Madras Aquatic Center Recreation District

Executive director Snead explained that it is a board best practice to adopt an annual resolution establishing procedures and identifying service providers for particular services on an annual basis.

Vice Chair Foster-Drago moved to approve resolution 2022-01, establishing annual procedures for the Madras Aquatic Center Recreation District. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

12. Consider approving Resolution 2022-02, amending the FY2021-22 budget
 - a. Cover memo

- b. Resolution 2022-02, amending the FY2021-22 budget
- c. FY2021-22 proposed amended budget worksheets

Executive director Snead reviewed the proposed amendments to the FY2021-22 budget, including increasing carry forward and expenditures associated with the remaining Oregon Community Foundation grant funds and restructuring the financial management/oversight from a staff position to a contract CPA, with the executive director absorbing the duties of the business manager position. Executive director Snead shared that the goal was to reinvest savings in programming personnel so the district can continue to grow and expand recreation program offerings moving forward.

Vice Chair Foster-Drago moved to approve resolution 2022-02, amending the FY2021-22 budget. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

- 13. Consider authorizing the executive director to approve expenditures with SplashTacular, LLC for the slide refurbishment project not to exceed \$55,000
 - a. Cover memo
 - b. Estimates/quotes received
 - c. SplashTacular, LLC quote

Executive director Snead reviewed the board cover memo and the process used to solicit quotes for the slide refurbishment project. The goal is to complete this project during the September planned maintenance closure with Oregon Community Foundation grant funds. She also explained that staff was asking for a not-to-exceed budget of \$55,000 to cover any additional work that may result from the company inspecting the slide stairs/decking when they get onsite for the project.

Secretary/Treasurer Seibold moved to authorize the executive director to approve expenditures with SplashTacular, LLC for the slide refurbishment project not to exceed \$55,000. Board member Baggett seconded. Motion passed 4-0.

- 14. Consider authorizing the executive director to approve expenditures with The Pool and Spa House for the controller upgrade project not to exceed \$30,000
 - a. Cover memo
 - b. Quote

Executive director Snead reviewed the cover memo included in the board packet. This project was not included in the approved budget, and as a result staff is recommending that the board approve it by using capital improvement funds that were originally budgeted for deep cleaning the bathroom and locker room tiles. Staff is going to explore how the tile cleaning project can be done in house this year, given the emergency need to replace the chemical controllers at the MAC.

Chair Lewis asked if the staff reached out for additional quotes for the project. Executive director Snead replied that staff did not reach out for additional quotes,

given the emergent need of the work and the existing relationship with the Pool and Spa House for all of the district's chemical and controller needs.

Secretary/Treasurer Seibold moved to authorize the executive director to approve expenditures with the Pool and Spa House for the controller upgrade project not to exceed \$30,000. Vice Chair Foster-Drago seconded. Motion passed 4-0.

Chair Lewis asked if the chlorine shortage was impacting the MAC.

Director Markwardt shared that the MAC changed from liquid chlorine to a chlorine puck system a few years ago, resulting in the current chlorine shortage not affecting the MAC at this time, since the shortage is in liquid and gas chlorine.

15. Executive director report

Executive director Snead apologized for not preparing a written report for the packet, and explained that last week was fiscal year end, payroll with a one-day turnaround, and the controllers going down. Overall, we're getting good feedback from patrons and staff that the MAC looks good, and things are going well.

Staff is also getting feedback on memberships. Patrons appreciate that the monthly membership pays for itself in 4 visits to the pool, and even though the annual membership is \$5/month than the monthly, folks seem to be gravitating toward the flexibility of the monthly membership, especially in the summer months. The St. Charles Health System (SCHS) Voucher program has also exploded; staff is getting calls daily from new providers interested in offering the program to their patients. In addition, SCHS has offered to include aquatics classes as part of the voucher program (in addition to drop ins), which is huge for so many folks in need of those low-impact exercise options.

Executive director Snead shared that she has been receiving phone calls from different organization in central Oregon interested in applying for Central Oregon Health Council grants, looking for partnerships with park and recreation districts for program offerings targeted at specific age groups for improvements in health outcomes. She will continue to engage in these partnership discussions and keep the board posted if anything develops out of the conversations.

16. Board member highlights

Secretary/Treasurer Seibold shared that she has been invited to join the MAC Trust board and is super excited to be involved.

Vice Chair Foster-Drago shared that she is excited for the new junior golf program, and excited that the MACRD was able to step in and take over the program that was started up at Desert Peaks Golf Program. Staff will be calling the waitlist before it is opened up for registration, and it will be promoted through social media once the families on the waitlist have been contacted.

Executive director Snead gave kudos to the City of Madras for the great partnership on the junior golf program, for letting us use the golf course at no charge, providing golf clubs, and just being a flexible and supportive partner in the program as we develop it.

Chair Lewis shared that swimming lessons just wrapped up and her kids have taken to the water really well, and that the lessons were great.

17. Adjourn

Chair Lewis adjourned the meeting at 7:58pm.

Respectfully submitted, C Snead 08/16/21
Courtney Snead, Executive Director Date

Jinnell Lewis 8/16/21
Jinnell Lewis, Board chair Date