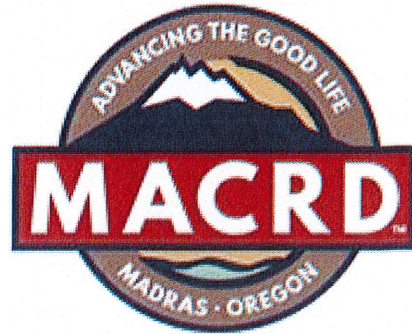


Board of Directors
Budget Meeting, Board of Directors Work
Session & Business Meeting

Tuesday, July 25, 2023 at 6:00pm

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741



Board members present:

Vice Chair Lindsay Foster-Drago, Secretary/Treasurer Deanna Seibold, Board member Jillisa Suppah, and Board member Jean McCloskey were present in person. Board Chair Jinnell Lewis arrived in person at 6:08pm.

Staff Members present:

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

Visitors:

Kate Zemke, Jefferson County Clerk.

WORK SESSION, 6:00pm

1. Chair Lewis convened the work session at 6:05pm.
2. Oath of Office administered by Jefferson County Clerk Kate Zemke
 - a. Jean McCloskey, Position #1
 - b. Jinnell Lewis, Position #2
 - c. Jillisa Suppah, Position #3
 - d. Lindsay Foster-Drago, Position #5

County Clerk Zemke administered the oath of office to the new board members.



3. Review proposed policies (07.25.23 action item)
 - a. Public contracting policy (and adopting resolution)

Board members did not have any additional questions or comments on the proposed policy.

4. Standing updates
 - a. Capital improvements and other maintenance projects
 - i. Safer Indoor Environment Grant & HVAC upgrades
 - ii. September 5-18, 2023 maintenance closure
 - b. Update on the Master Plan project
 - i. Board Visioning Workshop, Thursday, September 7 at 4:00pm

Executive director Snead provided a brief updated on the listed topics. The Safer Indoor environment grant work is completed and the final payment has been made to the contractor. Projects for the maintenance closure in September include upgrades to Clima-tech, deep cleaning and routine annual maintenance of the pools and slide, as well as annual maintenance on the boiler, HVAC system, and UV systems for the pools.

The board will be hosting the University of Oregon consultant on the master plan project as they lead the board through a visioning process based on the preliminary results of the surveys collected to date.

5. Board Chair Lewis adjourned the work session at 6:33pm.

BUSINESS MEETING, approximately 7:00 PM

(immediately following the work session)

1. Board Chair Lewis convened the business meeting at 6:35pm.
 - a. Roll Call: *Chair Lewis, Vice Chair Foster-Drago, Secretary/Treasurer Seibold, Board Member Suppah, and Board Member McCloskey were present in person.*
2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

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

5. Appointment of FY2023-24 board leadership
 - a. Board Chair
 - b. Board Vice Chair

c. Board Secretary/Treasurer

Chair Lewis nominated Secretary/Treasurer Seibold to be the Board Chair. Vice Chair Foster-Drago seconded the nomination and Seibold accepted. The motion passed 5-0.

Board member Lewis enthusiastically handed the gavel to Board Chair Seibold, who took over facilitating the meeting.

Board member McCloskey nominated Vice Chair Foster-Drago to continue serving as the Board Vice Chair. Board member Lewis seconded the nomination and Foster-Drago accepted. The motion passed 5-0.

Chair Seibold nominated Board member McCloskey to be the Board Secretary/Treasurer. Board member Lewis seconded the nomination and McCloskey accepted. The motion passed 4-0, with McCloskey abstaining from the vote.

6. 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.

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 their comments to three minutes.

No members of the public were present at the meeting.

8. Financial reports

- a. May 2023 financials
- b. Draft June 30, 2023 financials (*final to be presented with FY2022-23 audit*)
 - i. General Fund
 - ii. Debt Services Fund
 - iii. Maintenance Reserve Fund
- c. 2023-24 budget (QuickBooks report)
 - i. General Fund
 - ii. Debt Services Fund
 - iii. Maintenance Reserve Fund

d. July-Aug-Sept-Oct-Nov (JASON) cash flow analysis

Executive director Snead reviewed the draft financial reports in the board packet.

Vice Chair Foster-Drago is concerned over the low beginning fund balance and asked if there was a way to improve profitability of the district so that more funds could be saved in case of an emergency.

Board Chair Seibold agreed, and said that she would encourage staff to evaluate all expenses, including personnel and materials and supplies to determine if there are cuts that can be made.

Executive director Snead said she shared the same concern and is in the process of evaluating all expenses to identify cost-savings, including an evaluation of all staff positions, capital and maintenance plans, and materials and supplies. She anticipates finalizing the analysis by the end of August and sharing options with the board in September.

9. Consider approval of the consent agenda:
 - a. Acknowledge May 2023 financials
 - b. Approve Board work session and business meeting minutes, June 5, 2023

Secretary/Treasurer McCloskey moved to approve the consent agenda as presented. Board member Lewis seconded. Motion passed 5-0.

10. Consider approval of Resolution 2024-01, establishing the annual procedures of the MAC Recreation District
 - a. Discuss official bank signers and adding one additional board member
 - b. Discuss the board of directors meeting schedule for FY2023-24

Executive director Snead presented the resolution and stated that it would be updated with the new Chair and Secretary/Treasurer names. She noted that the resolution includes three board signers rather than two, to reduce the instances of needing the executive director to function as a second signer when one of the board members is unavailable to sign checks. The board was in agreement with adding a signer, and leaving Board member Lewis as the third (in addition to the Board Chair and Secretary/treasurer).

Board Chair Seibold asked if the board could meet on a different day from Monday, since it is supposed to be a day off for staff. The board reviewed their calendars and agreed to move the board meetings to the 4th Wednesday of every month at 6:00pm.

Secretary/Treasurer McCloskey moved to approve Resolution 2024-01, establishing the annual procedures of the MAC Recreation District reflecting the elected board members in their new role and the new board meeting schedule. Vice Chair Foster-Drago seconded. Motion passed 5-0.

11. Consider approval of Resolution 2024-02, adopting public contracting rules and procedures for the MAC Recreation District

Board member Lewis moved to approve Resolution #2024-02, adopting public contracting rules and procedures for the MAC Recreation District. Board member Suppah seconded. Motion passed 5-0.

12. Consider approval of an employment contract with Courtney Snead to serve as executive director, effective July 1, 2023 through June 30, 2026.

Secretary/Treasurer McCloskey moved to approve the employment contract with Courtney Snead to serve as the executive director, effective July 1, 2023 through June 30, 2026. Board member Lewis seconded. Motion passed 5-0.

Executive director Snead thanked the board for the opportunity to continue serving and looks forward to the next three years.

13. Executive director report

Director Snead reviewed the report included in the board packet.

14. Board member highlights

Secretary/Treasurer McCloskey said her highlight was attending the Deschutes Valley Water District board meeting and their willingness to work with us on a credit for the months we had a water leak.

Board members and staff thanked her for attending the meeting and requesting the credit.

Board member Suppah said that she was just getting back from camping.

Vice Chair Foster-Drago said that her children had a playdate with friends that they met through MACRD basketball a couple of years ago. It reminded her of how the MACRD makes connections between people that may not otherwise have met. She is also excited about tackle football having two teams, and has had nothing but positive experiences so far with the coaches and Shawna, especially with the communication. She

said that it keeps improving in professionalism, and each season gets better. She is also excited about the new toddler programs, and it warms her heart that over 20 toddlers participated in soccer tots.

Board member Lewis said that she has been out of town quite a bit, but went to the fair and got to see the MACRD's new booth set up, and it looks really professional; it was good to see that.

Chair Seibold said her highlight was leading her first board meeting. Board member Lewis concurred that it was also a highlight for her.

Executive director Snead shared that her highlight was a surprise success of a gumball machine donation made by Chris Toman. In its first month of service it brought in twenty-eight dollars in revenue from quarters.

15. Adjourn

Board Chair Seibold adjourned the business meeting at 7:29pm.

Respectfully submitted,  08/23/23
Courtney Snead, Executive Director Date

 8/23/23
Deanna Seibold, Board Chair Date