

**Board of Directors
Special Meeting**

Monday, August 16, 2021 6:00 pm

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



Board members present:

Jinnell Lewis, Deanna Seibold, Jillisa Suppah attended in person. Lindsay Foster-Drago arrived at 6:07pm. Teresa Baggett attended via zoom.

Staff Members present:

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

Visitors:

None.

WORK SESSION, 6:00PM

1. Chair Lewis convened the work session at 6:04p.m.
2. Discuss State required mandates and policies
 - a. COVID-19 protocols
 - b. Heat Illness Prevention Policy (on business meeting for approval)
 - c. Draft Air Quality Policy

COVID-19 protocols

Executive director provided a verbal report on the district's response to the mask mandate that was announced by the Governor late last week. The district is providing masks for patrons who enter the facility without them and asking them to wear them. As it relates to staff, I decided that with the smoke and heat, staff will keep their masks at hand, and once they get within 10 feet of others they will be required to put them on. When lifeguards are in the chair, they will not be required to wear a mask; wearing a mask in the humidity/heat of the natatorium, especially in the high chair, is more dangerous to them than not wearing a mask. Staff are also welcome to wear a mask at all times if it makes them more comfortable. We're doing our best, just like all other businesses managing this piece.

Chair Lewis asked the executive director to review the return to work policy for staff who exhibit symptoms or become ill.

Executive director Snead explained that if an employee has symptoms at work, they go home, and we have asked employees if they feel ill to call in and not report to work. Director Snead indicated she called SDAO HR answers for advice on how to approach this, as the rules have continually shifted and changed over the last months. Based on their guidance and the Jefferson County Public Health department's advice, if an employee has COVID-19 symptoms, they can choose to get tested 7 days after their initial symptoms and if the test is negative, they can return to work as soon as they are symptom free. If they choose not to get tested, they can return to work 14-days after their symptoms first appeared. SDAO has advised staff to maintain a spreadsheet tracking the dates, time off requested, and their return-to-work date. If a staff member is contact traced and/or presumed positive, a memo is posted at the time clock to alert staff that there was a potential exposure in the building. If we end up with a positive staff case that is being contact traced, then the public health department will reach out to us for our patron logs so they can continue their contact tracing process for anyone that may have been exposed.

Board member Baggett asked for clarification on the mask policy is for board meetings.

Chair Lewis said that with the mandate and protocols that masks should be worn at board meetings since it is an indoor meeting.

Board member Baggett said that when she took this position, that her oath was to the Constitution and not to SDAO or the Governor and it's her right to come to a meeting and not have to wear a mask. If the whole board feels masks should be required, then there's nothing I can do about that, but she felt it was important to bring it up for discussion.

Executive director Snead said that when patrons have asked about masking at board meetings, we encourage them to join via zoom if they are uncomfortable with masking. Because we have a technology system that allows us to communicate clearly, it is a good alternative for folks. If a majority of the board has a different feeling about it, we can certainly take a different approach. After a pause, the executive director noted that it looked like a majority of the board preferred to have masks on during meetings.

Heat Illness Prevention Policy

Executive director Snead reviewed the draft policy that was developed in response to a new OSHA rule, which was required to be implemented by August 1, 2021. Staff was trained on it at in-service this month. It outlines how the MACRD is protecting employees in hot working conditions. Indoor activities are exempt from the rule, but we also recognize that working in the natatorium is a hot environment and it is the right thing for us to do to apply some of these best practices to our MAC staff as well as our outdoor recreation team. Staff is asking the board to adopt this policy during tonight's business meeting

Draft Air Quality Policy

Executive director Snead presented a draft air quality policy that will not be presented for adoption tonight, but staff wanted to get it on the board's radar. The common understanding at the MAC is if the air quality index outside reaches 150, then the MAC closes. Last weekend, the director made the decision to stay open when the AQI hit 162 because it didn't seem as though the indoor air quality was impacted, but it is critical that we determine the best path forward for making these decisions based on data. The critical question is if AQI is over 150 outside, what is it inside, after going through two filters. As a result, the director ordered two air quality monitors to help collect data in both the front/reception area and the natatorium. The goal is to identify if the air quality outside is x, then it is x inside and we need to either open or stay closed. There will be more discussion as we move forward, but staff wanted the board to be aware of this conversation happening at the staff level.

Board Chair Lewis asked if the school district does something similar with indoor air quality.

Executive director Snead said they have outdoor activity rules, and that in conversations with other central Oregon park and recreation directors, the focus has been more on the temporary OSHA rule regarding outdoor activities and not indoor.

1. Financial report review
 - a. Draft FY2020-21 financial reports
 - i. 06.30.21 Balance sheet
 - ii. 06.30.21 Profit and loss statement
 - b. FY2021-22 draft JASON cash flow analysis

Executive director Snead reviewed the financial reports, some of which are draft until the audit is completed. The auditor is going to be onsite the first week of September, requesting samples so they can verify/validate what is in Quickbooks. This year we have a third party/CPA who is helping us prepare the year end entries for Quickbooks. Executive director Snead then walked the board through the draft balance sheet, including district assets and liabilities, and the draft fiscal year profit and loss statement.

Vice Chair Foster-Drago asked where the assets minus liabilities are located on the balance sheet.

Executive director Snead said the net income/total equity as the difference between the assets and liabilities. The ending fund balance that gets carried forward at the end of the fiscal year is the assets minus the liabilities, which is listed as the net income.

Vice Chair Foster-Drago asked about punch cards. Will they no longer be a liability because they will expire at the end of each fiscal year?

Executive director Snead said yes. The goal is to not have any liability as of June 30 for punch cards.

The profit and loss statement is where we get to see budgets versus actuals for the district. The profit and loss statement does not reflect cash, it reflects revenues and expenses during the fiscal year. Executive director Snead then reviewed the profit and loss statement by revenues and expenditures at the category level.

Vice Chair Foster-Drago said that this is the best equity the district has seen since she has been on the board.

Executive director Snead said it is a combination of the OCF grant income in June of \$118,500 and a silver lining of COVID-19 closures that resulted in personnel expense savings and CARES act revenue that came into the district at the beginning of the fiscal year.

Executive director Snead reviewed the draft JASON cash flow analysis, which shows revenues and expenses over the July/August/September/October months when we do not receive property tax revenue. Part of what we're doing is investing the excess carry forward in operations so we can increase program offerings, which means we will still need the tax anticipation loan from the county for next fiscal year. Our goal is to not need that loan in ten years, however we also need to recognize that we have a large capital project that will need to happen in 5-10 years, so if the district does not renew the bond to maintain the MAC facility, those operational savings will have to be invested in facility capital and maintenance. The board will have some decisions to make in the future as it relates to these conversations.

Vice Chair Foster-Drago asked when we'll start talking about the long-term, big picture strategy for increasing revenues and ramping up offerings.

Executive director Snead said that the board has been discussing it, but not necessarily framed that way. With the investments that the board made through the budgeting process, it is creating capacity in staffing to provide additional programming, which will also increase revenues and help with long-term sustainability. There are also some big picture conversations to have about 5-10 years from now and how we look at our levy, permanent rate, and bond that is paid off in 2025. The board will have a work session to talk about both long-term planning and long-term funding sustainability.

Vice Chair Foster-Drago said she would like to have that long term sustainability conversation. Executive director Snead said the goal is to start having the conversation in the winter at a work session.

Vice Chair Foster-Drago said that she is excited about the financial position of the district and that we are trending in the right direction. She is looking forward to the sustainability conversation.

Executive director Snead agreed and said that staff will work toward a work session in November/December on the long-term financial strategy.

2. Fall MACRD schedule and programming

Executive director Snead reviewed summer programming, including new programs that were offered and registration levels for the various offerings. The aqua aerobics classes have been popular and thank you to St. Charles Health System for allowing our voucher program to apply to registration for those classes.

There was quite a bit of patron frustration about not offering recreation swimming during the month of August during the week. That was a result of partnering with the 509J school district to offer swim lessons and recreation swimming for their summer school participants, as well as hosting the Wasco Youth Program in the late afternoon/evening for swim lessons. Due to the COVID-19 closures and restrictions, there is a large backlog of swim lesson needs, and we feel it is a critical part of our mission to prioritize folks learning how to swim. Kudos to our staff on the high quality of our aquatics programming, in particular swim lessons, for which we have received positive feedback from families on our approach and curriculum.

Given patron input on our limited recreation swim schedule, staff has dialed back swim lessons the last two weeks of August so we can offer more recreation swim opportunities as we wrap up the summer.

Executive director also reviewed the fall schedule and program plans, including the flag football and youth soccer registration numbers and the plans for junior golf. Staff extended the registration deadline due to my error in not promoting registration as extensively as we should.

Board Chair Lewis asked when the fall mailer will go out and if registration will be closed for football and soccer by then.

Executive director Snead said the goal is to have the fall guide out the last week of August, and that the land-based activity registrations will be closed before then. Staff is working on aligning deadlines and the mailer so it will go out a couple weeks before registrations open, giving families time to plan for their registrations, but that the timing will align for the summer programming guide to include all of the programs we plan to offer, both for aquatics and land-based recreation.

Board member Suppah asked if the program survey is still open online and when it will be closed.

Executive director Snead said it is still open and it will remain until we take the information to the program task force. The link is posted on the website, fliers were handed out at the fair. Chair Lewis encouraged staff to post the link on Facebook. Executive director Snead said that she is going to ask the task force. She reviewed the list of community members who will be invited to participate in the program task force, including some individuals and community groups who will be invited to offer a representative to serve on the task force. The goal of the task force is to talk about programming history and needs and prioritizing new concepts and ideas for the future.

Board Chair Lewis and Vice Chair Foster-Drago asked the staff to add a Culver representative to the programming task force. Board member Baggett agreed.

3. Update on scoreboard replacement and swim meet technology projects

Executive director Snead shared that a group of stakeholders have been meeting to discuss replacing the scoreboard and swim meet technology that includes the Madras Swim Team (MST), 509J Athletics Director, Covenant Technology Solutions, and MACRD staff. The MST received a summer grant with \$50,000 budgeted for the scoreboard. We also have a private donor that is interested in participating in the project, and the high school/school district may also contribute financially to the project. The target is \$100,000 budget for the projects, as the current technology is all original to when the MAC was built. The MACRD will serve as the fiscal sponsor for the project, so the board will authorize staff to execute contracts with the successful contractors on the projects. The goal is to have the projects completed by November when the high school swim season starts. In addition, long term, we have been discussing splitting sponsorship/ad revenue on the scoreboard based on the financial contributions each organization provides toward the project.

BUSINESS MEETING, approximately 7:15PM, following the work session

The business meeting began at 7:17pm.

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

Secretary/Treasurer Seibold moved to adopt the agenda as presented. 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 present.

5. Financial update
 - a. Draft June 2021 balance sheet
 - b. Draft June 2021 profit and loss report
 - c. Draft FY2020-21 fiscal year profit and loss report
 - d. Draft FY2021-22 JASON cash flow analysis
 - e. July 2021 balance sheet
 - f. July 2021 profit and loss report

Executive director Snead noted that the June 2021 financial reports were reviewed in the work session. She reviewed the July 2021 balance sheet and profit and loss statement for both the General Fund and the Debt Services Fund.

Vice Chair Foster-Drago said that there has never been a baseline or a trend, and as a board member it's hard to track. Are there are other districts that we could look at for a baseline, or where their percent of revenues come from?

Executive director said it's challenging, because every district is unique and different, so you end up comparing apples and oranges. Staff tried to go back through old budgets and translate it into our new account structure, but even then, it's asterisk for the solar eclipse in 2017-18, COVID-19 in 2019-21, etc. Staff also noted that we joined NRPA, which must have benchmarks or resources that would help with this conversation, but staff will see if we can identify benchmarks or comparable.

6. Consider approval of the consent agenda:
 - a. Approve Board work session and business meeting minutes, July 6, 2021
 - b. Receive and acknowledge financial reports for July 2021

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

7. Consider approving a heat illness prevention policy, #2022-01
 - a. Cover memo
 - b. Heat Illness Prevention Policy

Chair Lewis noted that the board reviewed the policy in depth during the work session.

Vice Chair Foster-Drago moved to approve the heat illness prevention policy. Secretary/Treasurer Seibold seconded. Motion passed 5-0.

8. Executive director report

Executive director Snead reviewed the report included in the packet and thank you to staff for contributing to it. The new chemical controllers have been installed, and kudos to Dennis, Payton, Gregg, and the lifeguard team for manually managing this for the last three months during our highest usage season of the year. There are also three new lifeguard chairs, all thanks to the OCF grant. Snead reviewed the new staff who have joined the team, as well as sending love and support for our team members who are heading to college and/or new job opportunities, including Hannah Holliday, Buddy Smith, and Ani Rico. They are awesome employees and human beings in general, and we want to wish them the best of luck. MST has finally received approval as a club team, and have started practicing again, and it's been great having them back in the pool. In the fall, they will be practicing Tuesday-Friday 5:30-7:30pm and Saturday mornings for their gold level swimmers. The school district will be here for the after-school program Tuesday-Thursday, 3:30-5:30pm. Recreation swims in the fall will be Saturdays in the fall, with the occasional Friday

swim. The mornings will still include lap swim, independent work out, and toddler time, and we are moving back to a drop-in approach for these time blocks rather than requiring pre-registration.

As a follow-up from the last board meeting, Executive director Snead reviewed a membership report comparing the 2019-20 fiscal year to this fiscal year through August. It's challenging to compare apples to apples, because the structure has changed, so staff approached it through the lens of the average revenue per member as a way of evaluating membership levels.

Vice Chair Foster-Drago asked if she could see an organizational chart with names and if it's a full-time or seasonal position. Executive director Snead said she would bring something back at the next board meeting.

9. Board member highlights

Board member Suppah said that there was a warm Springs Back to school BBQ on September 2 and thought it would be good to have a MACRD table at the event.

Chair Lewis asked if the MACRD would have a table at the Airshow of the Cascades. Executive director Snead said that due to limited staffing, we would not have one this year, but that we hope to be involved somehow next year.

Secretary/Treasurer Seibold said that she has been teaching in the summer school program and the feedback from teachers and students has been outstanding and they are loving swimming, the staff and the experience. She got to bring her class today and got to see Payton in action; it was great to see it from that perspective, and her kids loved it.

Vice Chair Foster-Drago said that her kids are in junior golf and that it's been neat to see how the program is working, and it's nice to see new and different participants, with a larger age range with older kids. The coach is so nice, and it's going really well for a new program that was transitioned to the MACRD.

Chair Lewis shared that junior golf was her highlight also, and her five-year-old is doing it and loves it. The kids are also loving swim lessons, and they were upset that their sessions were done.

Executive director Snead said that if anyone runs into a city counselor or a city public works staff member, to thank them because they have been super supportive and great partners on the junior golf program. Kudos to the city and golf course staff, they have been great.

Vice Chair Foster-Drago asked if swim lessons would continue in the fall. Executive director Snead said yes, staff is working on staffing and has a wait list going to start getting folks registered in September for sessions that will begin in October.

Board member Suppah said that her niece and nephew are also participating in the junior golf program, and they are enjoying it and she has had a chance to be there and see the program in action, and that it's neat to see the kids learning.

10. Adjourn

Chair Lewis adjourned the meeting at 7:50pm. The next meeting is on Monday, September 20, 2021.

Respectfully submitted, C Snead 09/20/21
Courtney Snead, Executive Director Date

Jinnell Lewis, MT 9/20/21
Jinnell Lewis, Board chair Date