

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

**Wednesday, November 29, 2023 at 6:00pm**

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



**Board members present:**

Chair Deanna Seibold, Secretary/Treasurer Jean McCloskey, Board member Jillisa Suppah and Board member Jinnell Lewis were present in person. Vice Chair Lindsay Foster-Drago was absent.

**Staff Members present:**

Courtney Snead, Executive Director, Shawna Hicks, Recreation Director, and Payton Kryla, Aquatics Supervisor attended in person.

**Visitors:**

George Neilson and Briana Linderman attended in person. Jenna Katsaros, Amanda Ferguson, Rob Galyen, Marissa Wilson, Mary Bravo, and Amber Searcy attended via zoom.

**WORK SESSION, 6:00pm**

1. Chair Seibold convened the work session at 6:03pm.
2. Overview of MACRD operations analysis, Jenna Katsaros, Barker, Rinker, Seacat (BRS) Architecture

Executive director Snead introduced Jenna Katsaros with Barker Rinker and Seacat, who provided a presentation on the business plan/proforma for expanded MACRD services programming at the MAC facility. The presentation is available on the MACRD website at [www.macrecdistrict.com/future](http://www.macrecdistrict.com/future).

Community members on zoom asked clarifying questions, as did members of the board of directors.

3. Presentation of the MACRD Master Plan, Amanda Ferguson, University of Oregon

Executive director Snead introduced Amanda Ferguson with the University of Oregon, who provided a presentation on the final MACRD Master Plan that is on the business meeting agenda for board action. The final master plan document is available on the MACRD website at [www.macreddistrict.com/future](http://www.macreddistrict.com/future).

Community members on zoom asked clarifying questions, as did members of the board of directors.

4. Review board member requests for information
  - a. Marketing events and spending analysis (requested by Secretary/Treasurer McCloskey)

Executive director Snead shared a financial analysis of marketing events in which the MACRD participated in throughout calendar year 2024. Staff recommended that based on the return on investment, staff focus marketing outreach on local-targeted events at times that complement the release of programming guides. The board had consensus that staff should not participate in the Jefferson County Fair or the Airshow of the Cascades due to the high cost of staffing and impacts to MAC operating hours.

- b. Revenue analysis of daily MAC usage (requested by Board member Lewis)

Executive director Snead shared data comparing October visits to the MAC year over year. This usage data was evaluated to identify the best hours to operate for various types of swimmers, including lap swim, independent workout, toddler time, open swim, and facility rentals. If staffing and funding became available, the first-place staff would add hours on Sunday afternoons and Friday evenings. Given the current staffing and funding levels, we are unable to expand our hours at this time, nor can we shift our schedule to be open on Sundays because we are displacing more folks who consistently utilize the MAC on the other days of the week.

Board members and community members via the zoom chat asked clarifying questions about the data and about staffing levels. Board members asked the Executive director to try to problem solve and be open more. Executive director Snead said that the current schedule is unsustainable with the level of staffing we have, and there is not an alternative. Mr. Galyen asked about the level of staffing and how it can get resolved.

Executive director Snead shared that a reduction in force occurred in September 2023, resulting in one full-time layoff and a reduction in seasonal hours. In addition, a number of current employees left employment for college/post-high school, and the October 2023 lifeguard class was cancelled due to the lap pool closure. These challenges have all culminated in the lowest level of lifeguarding staff the MAC has ever had, and the three full-time supervisors working beyond their regular schedules to try to keep the MAC operational.

5. Standing updates

- a. Discuss budget committee vacancy appointment

The board reviewed the application submitted by Michele Kish.

- b. Capital improvements and other maintenance projects
- i. Lap pool filter and associated systems
  - ii. Domestic water heater

Executive director Snead gave the board an update on the lap pool filter and on the challenges staff is having with the domestic water heater that will most likely need to be replaced. In addition, staff was able to move out of the off site storage we have been paying \$150/month for storage, saving the district \$1,800 per year; kudos to Chris Price, Dennis Fisher, and Payton Kryla for making this happen.

- c. Update on SCHS Voucher Program transition

Executive director Snead shared the plan for the fitness Rx program as the funding for the SCHS voucher program is complete as of December 21, 2023.

- d. Update on grants *(if any)*

No updates were shared.

Board Chair Seibold adjourned the work session at 7:45pm.

**BUSINESS MEETING, approximately 7:30 PM**

*(immediately following the work session)*

1. Board Chair Seibold convened the business meeting at 7:45pm.  
Roll Call: *Chair Deanna Seibold, Secretary/Treasurer Jean McCloskey, Board member Jillisa Suppah and Board member Jinnell Lewis were present in person. Vice Chair Lindsay Foster-Drago was absent.*

2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

**Secretary/Treasurer McCloskey moved to approve the agenda as presented. Board member Suppah seconded. Motion passed 4-0.**

5. Presentation of the FY2022-23 Audit by Brenda Bartlett, Sensiba
  - a. Receive the FY2022-23 audit

Brenda Bartlett reviewed the FY2022-23 audit letters and report with the board of directors. The audit is available on the MACRD website at [www.macrecdistrict.com/governance](http://www.macrecdistrict.com/governance).

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 visitors chose to speak at the meeting.

8. Financial reports
  - a. September and October 2023 financials
    - i. Balance sheet
    - ii. Month end profit and loss
  - b. July-Aug-Sept-Oct-Nov (JASON) cash flow analysis

Executive director Snead reviewed the financials included in the board packet. Secretary/Treasurer McCloskey reviewed the month end packet and had a few questions that were answered by staff.

9. Consider approval of the consent agenda:
  - a. Acknowledge receipt of September 2023 financials
  - b. Acknowledge receipt of October 2023 financials

- c. Approve Board special work session meeting minutes, September 27, 2023
- d. Approve Board special meeting minutes, October 30, 2023

**Secretary/Treasurer McCloskey moved to approve the consent agenda as presented. Board member Lewis seconded. Motion passed 4-0.**

10. Consider adopting the MACRD 10-year Master Plan

**Board member Lewis moved to approve the MACRD 10-year Master Plan. Secretary/Treasurer McCloskey seconded. Motion passed 4-0.**

11. Consider approval of resolution 2024-05, approving budget adjustments for the FY2023-24 budget period beginning July 1, 2023

**Secretary/Treasurer McCloskey moved to approve resolution 2024-05, approving budget adjustments for the FY2023-24 budget period beginning July 1, 2023. Board member Suppah seconded. Motion passed 4-0.**

12. Discuss FY2024-25 budget development related items
- a. Consider appointing MACRD budget committee member, position 7
  - b. Consider approving FY2024-25 budget calendar

**Board member Lewis moved to appoint Michele Kirch to position 7 of the MACRD budget committee. Secretary/Treasurer McCloskey seconded. Motion passed 4-0.**

**Board member Lewis moved to the FY2024-25 budget calendar. Board member Suppah seconded. Motion passed 4-0.**

13. Executive director report

Director Snead reviewed the report included in the board packet.

14. Board member highlights

Board member Lewis shared that club volleyball starting up was her highlight this week.

Secretary/Treasurer McCloskey said that the MAC Bash was her highlight, as it was a delightful evening full of wonderful deserts.


Board member Suppah agreed that the MAC Bash was a lot of fun and her highlight as well.

Board member Lewis left the meeting at 8:46pm

Chair Seibold said that the MAC Bash raised \$6,880 and thanks to a match from the Bean Foundation, this year's event raised \$13,760 for scholarships. Another highlight is that the lap pool has been repaired.

15. Adjourn

Board Chair Seibold adjourned the business meeting at 8:48pm.

Respectfully submitted,  12/27/23  
Courtney Snead, Executive Director Date

 12/27/23  
Deanna Seibold, Board Chair Date