

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

Monday, December 20, 2021 6:00 pm

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



Board members present:

Jinnell Lewis, Deanna Seibold, and Jillisa Suppah attended in person. Teresa Baggett attended via zoom. Lindsay Foster-Drago was absent.

Staff Members present:

Amanda Bailey, Colby Anderson-O'Brien, Zoey Ledvina, Hannah Holliday, Natalia Ruiz, Naila Ruiz, Alanah Reece, John Hughes, Karina Hernandez, Conner Flu, Sam Robinson, Alice Rozell, Gregg Markwardt, Payton Kryla, Shawna Hicks, and Courtney Snead.

Visitors:

None.

WORK SESSION, 6:00PM

1. Chair Lewis convened the work session at 6:07p.m.

Board Chair Lewis welcomed all of the staff to the meeting. Executive director Snead explained that it was the year-end in-service and she wanted the staff and board to have a chance to meet each other. Each staff member introduced themselves, their role with the district, and what they are studying/plan to study in school (if they are in school). Each board member introduced themselves and their day-to-day job, as well as how long they have served on the board. They each thanked the staff for their hard work and for their commitment to the health and safety of our district's patrons.

All staff exited the meeting with the exception of Courtney Snead and Shawna Hicks.

2. Review budget committee vacancy (*12.20.21 action*)

Executive director Snead reviewed the cover memo and explained that there are three budget committee positions expiring at the end of December. Two of the three would like the board to consider reappointing them, and the third is willing to serve another year if no other applicants present themselves. As a result, there is an action item on the business meeting to approve a timeline and process for filling the one vacant position.

Chair Lewis asked if there were any questions or comments on the proposed timeline, process or application. Board members did not have questions.

3. Review surplus property (12.20.21 action)

Executive director Snead reviewed the cover memo and proposed resolution associated with surplus public property and posting it for public auction with publicsurplus.com.

Chair Lewis asked if there were any questions or comments on the proposed timeline, process or application. Board members did not have questions.

4. Updates on capital and maintenance projects

a. Scoreboard project update

Executive director Snead shared that staff is working with a structural engineer to evaluate the wall to which the new scoreboard will be installed. Early signs indicate we may need to shore up the wall to hold the weight of the new scoreboard. We will keep the board posted as we learn more.

b. Potential State parks grant application (12.20.21 action)

Executive director Snead reviewed the cover memo regarding a potential state parks grant application. Board members were generally supportive of the proposed use of district land and the concepts presented.

5. Draft donation/advertising/sponsorship policy (future action)

Executive director Snead reviewed the draft policy included in the board packet and shared that it was a first draft.

Board Chair Lewis encouraged staff to look at the pricing over multiple seasons to incentivize people to donate/sponsor over multiple seasons, potentially charging more for one season versus three.

Executive director Snead thanked the board and encouraged them to think on the draft policy and contact her if they think of anything else that could be included in the policy. The goal is to share the draft with MST, our scoreboard partner, and then bring a final draft back to the board in January/February for review and adoption.

BUSINESS MEETING, approximately 6:45PM, immediately following the work session

The Chair called the business meeting to order at 6:41pm.

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

Secretary/Treasurer Seibold moved to adopt the agenda as presented. Board member Suppah seconded. Motion passed 4-0.

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 at the meeting.

5. Correspondence

- a. Patron comment card(s) and email(s) communications to the board of directors

Board Chair Lewis read one patron comment card, for the record, that was included in the packet, thanking the MAC for our awesome staff.

6. Financial update

- a. November 2021 balance sheet
- b. November 2021 Month end profit and loss budget vs actual
- c. FY2021-22 profit and loss budget vs actual
- d. Final FY2021-22 JASON cash flow analysis

Executive director Snead reviewed the financial reports for November 2021.

7. Consider approval of the consent agenda:

- a. Approve Board work session and business meeting minutes, November 15, 2021
- b. Receive and acknowledge financial reports for November 2021

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

8. Consider approving the FY2022-23 budget calendar

- a. Cover memo
- b. Proposed FY2022-23 budget calendar

Executive director Snead reviewed the proposed calendar and explained that this is an annual calendar, presented in December to guide staff in the budget development process.

Secretary/Treasurer Seibold moved to approve the FY2022-23 budget calendar as presented. Board member Suppah seconded. Motion passed 4-0.

9. Consider approving a timeline and process for appointing vacant budget committee position(s)

- a. Cover memo
- b. Proposed budget committee member application

Secretary/Treasurer Seibold moved to approve the timeline and process for appointing the vacant budget committee position, as discussed and presented in the board work session. Board member Baggett seconded. Motion passed 4-0.

10. Consider approving resolution 2022-04, declaring surplus property and authorizing the sale of public property
 - a. Cover memo with property list

Secretary/Treasurer Seibold moved to approve resolution 2022-04, declaring surplus property and authorizing the sale of public property, as discussed and presented in the board work session. Board member Suppah seconded. Motion passed 4-0.

11. Consider authorizing the executive director to apply for an Oregon State Parks local government grant
 - a. Cover memo

Secretary/Treasurer Seibold moved to authorize the executive director to apply for an Oregon State Parks local government grant, as discussed and presented in the board work session. Board member Baggett seconded. Motion passed 4-0.

12. Executive director report

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

Board member Baggett asked if there was a waitlist or some way for families who missed a recreation program deadline to still participate. Executive director Snead said she would look into it with staff, but that the reason for the deadlines was because of forming teams and ordering shirts/jerseys.

Board Secretary/Treasurer Seibold indicated that she intended to attend the SDAO conference virtually, and encouraged other board members to consider it, as it was a great learning experience when she attended last year.

Board Chair Lewis asked when we would start offering golf at the pool. Executive director Snead said that the program was still in development, and when staff went back to order additional greens the price had tripled. Staff is waiting until after the holidays to see if the price comes down, and if not will need to re-evaluate initial plans for the program.

13. Board member highlights

Board Treasurer/Secretary Seibold said that she was substitute teaching and a kiddo was talking about the MAC. It turned out that they were one of Mandy's former students, and they had been really excited to see her when they came to swim. She shared the story with Mandy and it was definitely a highlight.

Board member Suppah shared that the Papalaxsimisha Program had reserved the MAC for their women's talking circle, and that everyone enjoyed it. In addition, they held an open recreation swim with quite a few folks that had a great time swimming.

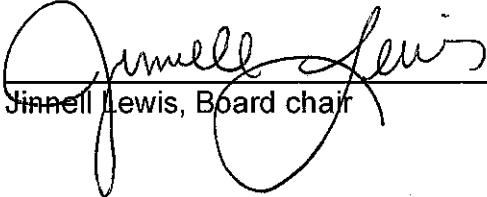
Board member Baggett wished everyone a Merry Christmas.

Board Chair Lewis said that her family was still happy and enjoying swimming. She is looking forward to swim lessons for her littles in January. She shared that she enjoyed meeting all of the staff at the start of the work session. She also said that a coworker was raving about her family's visit to the pool and how good it is looking.

14. Adjourn

Board Chair Lewis adjourned the business meeting at 7:15pm.

Respectfully submitted,  01/17/22
Courtney Snead, Executive Director Date

 1/17/22
Jinnell Lewis, Board chair Date