

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

Thursday, May 15, 2023 at 6:00pm

Madras Aquatic Center  
1195 SE Kemper Way  
Madras, Oregon 97741



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Budget committee members present:

Chair Melissa Irvine, Vice Chair Steve Read, Board members Jinnell Lewis, Lindsay Foster-Drago, Deanna Seibold, Jillisa Suppah, Jean McCloskey and Committee members Alexa Gassner and Teresa Martin were present in person. Brandie McNamee joined via zoom.

Staff Members present:

Courtney Snead, Executive Director and Gregg Markwardt, Facility and Safety Director, attended in person.  
Shawna Hicks, Recreation Director, attended via zoom.

Visitors:

None.

Budget Committee Orientation work session, 6:00 PM

1. Board Chair Lewis convened the work session at 6:09pm.
2. Election of budget committee officers
  - a. Chair
  - b. Vice Chair

Board Chair called for nominations for budget committee chair. Budget committee member Read nominated Melissa Irvine for Chair, and she accepted the nomination. Budget committee member Gassner seconded. The motion passed 10-0.

Board Chair called for nominations for budget committee vice chair. Budget committee Chair Irvine nominated Steve Read for Vice Chair, and he accepted the nomination. Budget committee member Gassner seconded. The motion passed 10-0.

3. Presentation of the FY2023-24 budget message

Executive Director Snead reviewed the budget message included in the FY2023-24 proposed budget document.

4. Presentation of the FY2023-24 proposed budget

- a. General Fund
- b. Debt Services Fund
- c. Maintenance Reserve Fund

Executive Director Snead reviewed the proposed budget included in the FY2023-24 proposed budget document.

5. Public comment

*(Comments, both written and verbal, will be subject to a three-minute limit per person)*

No members of the public were present.

6. Budget committee deliberations

Chair Irvine shared that she loved the graphs included in the budget presentation and document. She asked if staff had compared revenue based on program/activity and wondered if more revenues are coming in through daily drop ins versus memberships.

Executive director Snead shared that based on her observations reviewing the financials each week, there are quite a few out-of-district drop-in's for open swim, which brings in more revenue than memberships. There has been an increase in monthly memberships over last year, and staff anticipates an increase in annual memberships for the upcoming year.

Vice Chair Read asked how the MACRD determines what programs to offer and how we know what programs and activities the public wants? He wondered if the MACRD was meeting those needs

Executive director Snead said that the answer is yes and no. The MACRD is currently unable to meet public requests to be open later and more days during the week due to a lack of funds and staffing. We have been able to be responsive to some program requests, such as the Kayak Roll Night and developing toddler aquatics activities, but it is more a staff capacity issue than an issue of not knowing where programming gaps exist throughout the district.

Committee member Gassner asked about party rentals and why the MAC no longer allows the party rooms to be rented out.

Executive director explained that the meeting rooms were being used for meetings, both internal and external rentals, and that staff does not want to utilize that space for birthday parties because it creates a mess on the carpets. Party corner rentals in the natatorium have been sold out for the last few months, and there doesn't seem to be a problem with using that space for parties.

Board member Foster-Drago said that the recreation district can only offer so much, and the revenues just aren't there to create long term sustainability, especially with the facility maintenance required for the MAC. She is most concerned about sustainability, even though the metrics she routinely reviews are all trending in the right direction, one maintenance issue could wipe out any moderate gains.

Committee member Gassner asked about whether programs were at capacity and was interested in whether or not families were participating in programming, and if kids were still interested in recreational sports.

Executive director Snead said that it can take two to four years for new programs to be at capacity, as it takes time for interest and word of mouth to spread. She shared that some of the newer programs, including youth camps and junior golf, have grown over the last year. She shared that her personal observations and opinion is that participation in activities grew over the last two years because families were excited to get their children out of the house after being cooped up from COVID-19 closures/cancellations. Whether or not that trend continues remains to be seen.

Board member Foster-Drago said that she feels competitive leagues and family interest in pursuing competitive sports impacts the level or participation in recreation programs offered by the MACRD.

Board member Lewis shared that at the middle and high school ages there are not enough spots for kids that want to participate and gave the example of girls' volleyball interest at both of those levels.

Director Markwardt shared that from his perspective, Jefferson County's low population impacts activities, as it is easy to saturate the market with opportunities and dilute the pool of available participants. In bigger population areas they can have all kinds of program offerings, and they do not compete with each other because of the number of children available to participate. The MACRD must be cognizant of all offerings for age

groups and do our best not to compete with ourselves and others.

7. Consider approving the proposed FY2023-24 budget or recess to next meeting on Monday, May 22, 2022 at 6:00 p.m.

Chair Irvine shared that the budget presentation is night and day from her first year on the MACRD budget committee and thanked the staff for their efforts. She asked the budget committee to give a thumbs up if they were ready to consider a motion tonight or a thumbs down if they wanted to take another week to review the proposal and come back for a second meeting on May 22. The consensus was to move forward with a motion.

Board member McCloskey moved that the budget committee of the Madras Aquatic Center Recreation District approve the budget for the 2023-24 fiscal year in the amount of \$2,402,494 and property taxes for the 2023-24 fiscal year at the rate of \$0.25 per \$1,000 of assessed value for the permanent rate and \$0.40 per \$1,000 of assessed value for the local option levy for operating purposes in the General Fund and in the amount of \$820,500 for the general bond principal and interest in the Debt Service Fund. Board member Seibold seconded. Motion carried 10-0.

8. Chair Irvine adjourned the budget committee meeting at 7:19pm.

WORK SESSION, Approximately 7:30 PM

*(immediately following the Budget Committee meeting)*

1. Chair Lewis convened the work session at 7:33pm.
2. Review proposed policy and partnership updates
  - a. May 15, 2023 action items
    - i. Madras Swim Team facility use agreement
  - b. June 2023 action items
    - i. Public records request policy

Executive director Snead reviewed the changes made to the MST facility use agreement based on board direction at the business meeting and at the request of MST during the work session on April 17, 2023. She shared that MST requested that the board postpone making a decision on the agreement until June, and further requested a work session with the board of directors at the June meeting.

Board members discussed MST's request for a work session in June and was unsure what else needed to be discussed. The general consensus was

to move forward with voting on the agreement during the business meeting this evening.

3. Discuss executive director contract

The board reviewed the cover memo associated with this discussion. The general consensus was to move forward with a new three year contract for the executive director, effective July 1, 2023, to align with the fiscal year. They asked Courtney and Jinnell to work with Jeremy on updates to the contract as reviewed in the cover memo.

4. Standing updates

- a. Capital improvements and other maintenance projects
  - i. Safer Indoor Environment Grant & HVAC upgrades

Executive director Snead shared that the electrical work for the project is completed and now the HVAC contractor will be working on connecting the new equipment.

- b. Update on the Master Plan project

Executive director Snead shared that the survey is live, and that she had her first focus group at Bridges High School last week and is scheduled to hold focus groups with Madras High School, JCMS, and WSK-8 in the next couple of weeks to make sure students are heard through this process.

Board member Suppah encouraged Snead to attend a NASU meeting to get additional student feedback. Snead said she would reach out to schedule a date/time to attend their meeting.

The board discussed marketing and outreach for the survey, and suggested a number of options for getting the word out about the survey.

- c. Partnership updates
  - i. Housing works Service Agreement

Executive director Snead explained that the agreement with housing works provides for scholarships for families that live in their developments, of which there are two in Madras. We will also work together to promote programs and services to residents.

5. Adjourn

Board Chair Lewis adjourned the work session at 8:02pm.

**BUSINESS MEETING, approximately 8:15 PM**  
*(immediately following the work session)*

1. Board Chair Lewis convened the business meeting at 8:02pm.
  - 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. 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.

6. 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.

Vice Chair Foster-Drago encouraged staff to create a section of the website with testimonials and stories from patrons.

7. Financial reports
  - a. April 2023 balance sheet
  - b. April 2023 Month end profit and loss report
  - c. Year-over-year profit and loss comparison report

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

8. Consider approval of the consent agenda:
  - a. Receive and acknowledge April 2023 financials
  - b. Approve Board work session and business meeting minutes, April 17, 2023
  - c. Approve Budget committee orientation and special board meeting minutes, May 4, 2023

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

Board member McCloskey encouraged staff to consider reaching out to the board of directors of Deschutes Valley Water District to consider more of a credit for the increased payments over three months during the lap pool leak. Executive director Snead said she would find out when the next board meeting is scheduled and draft a letter for the board chair's signature. Board member McCloskey offered to attend the DVWD board meeting.

9. Consider approval of a facility use agreement with Madras Swim Team

Secretary/Treasurer Seibold moved to approve the facility use agreement with the Madras Swim Team as presented. Board member McCloskey seconded. Motion passed 5-0.

6. Executive director report

Director Snead reviewed the report included in the board packet.

7. Board member highlights

Secretary/Treasurer Seibold is excited about the master plan. She has a MAC Trust board meeting next week, and she shared that lately there are lots of unfamiliar faces swimming in the morning.

Vice Chair Foster-Drago said that flag football has had a few hiccups, but on the whole has been a good season. She likes hearing all the feedback, and wonders how we can do more of that. Tonight's budget committee meeting was also a highlight.

Chair Lewis shared that last weekend was fun at flag football, as a teacher with lots of kiddos on the team came to watch the game with her children. Coaches that she has had the chance to observe do a great job rotating children into the games, and all of the kids cheer when one of their team mates gets the ball.

Board member McCloskey shared that she attended a dance competition in Prineville and was blown away by the choreography and talent.

Board member Suppah said the summer guide looked great and all the upcoming summer programming is exciting to see. She shared that NASU is hosting its first pow wow, completely organized by students, on June 2 at 5:30pm with a meal for the first 300 attendees and 6:00pm the social pow wow starts. It will be held at Madras High School, and vendors will be selling arts and crafts as well.

8. Adjourn

Board Chair Lewis adjourned the business meeting at 8:38pm.

The next board work session and business meeting are scheduled for Monday, June 5, 2023 at 6:00pm, immediately following the budget committee meeting.

Respectfully submitted, \_\_\_\_\_  
Courtney Snead, Executive Director     Date

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Jinnell Lewis, Board Chair

\_\_\_\_\_  
Date