

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

Monday, June 5, 2023 at 6:00pm

Madras Aquatic Center  
1195 SE Kemper Way  
Madras, Oregon 97741



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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:

None.

WORK SESSION, 6:00pm

1. Vice Chair Foster-Drago convened the work session at 6:05pm.
1. Review proposed policies
  - a. Public contracting policy (and adopting resolution) (07.17.23 action item)

Executive director Snead reviewed the draft policy provided by attorney Jeremy Green, and noted that it was directly out of state statute. The board has authority to make changes to reduce financial authority of staff, if they so choose. The board was encouraged to review the draft and let Courtney know if there are any questions. The board will see the policy on the next board meeting work session and business meeting for adoption. The board members did not have any questions on the draft policy.

2. Review draft executive director contract (07.17.23 action item)

The board reviewed the draft employment agreement for the executive director position, which showed changes from the current contract as discussed at the May board work session. The board will consider

approving the contract at the next board business meeting. The board did not have any questions on the draft agreement.

### 3. Standing updates

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

Executive director Snead shared that the HVAC was on and working, and that staff is calibrating the temperature to ensure that it is not too much of a shock moving between the natatorium and offices. Gregg Markwardt noted that the contractor was still waiting on a couple pieces of equipment to complete the project.

Vice Chair Foster-Drago asked who the contract is on the project and staff responded that it is Central Oregon Heating and Cooling.

- b. Update on the Master Plan project

Executive director Snead shared that student focus groups were completed at Bridges and Madras High Schools and the Warm Springs K-8 Academy, with the Jefferson County Middle School focus groups as the final student focus group occurring the next week.

- c. Partnership updates
  - i. Fitness Rx Program

Executive director Snead explained that St. Charles Health System has indicated they would like to transition out of the lead role/sole financial supporter of the program and move toward the MACRD owning the program within the community. Staff presented a draft plan for the program, which includes a tiered structure for contributions from providers for which they would receive benefits, including a certain number of memberships for their patients. The board reviewed the proposal.

Secretary/Treasurer Seibold said that she liked the proposed structure and hoped that providers would participate. Chair Lewis wondered what level St. Charles Health System would choose, and staff said that they are currently funding the program at a gold level, and staff presumes they will reduce their level of contribution once the new structure is rolled out to providers, effective December 31, 2023 they must determine how/if they will contribute toward the program.

### 5. Adjourn

Board Chair Lewis adjourned the work session at 6:35pm.

**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. Board member McCloskey 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.

Board member McCloskey shared that she was able to attend the last day of flag football games and had conversations regarding the possibility of holding skills assessments prior to the season starting to help shape the composition of teams and avoid stacking. Executive Director Snead said that the way teams are created is based on the skill level identified at time of registration by the adult signing their child up for the program. Vice Chair Foster-Drago said she would not expect skills assessment in a recreation league and that she hopes staff can figure out how to remind patrons that recreation leagues are non-competitive and for learning the sport and having fun.

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. Public hearing for FY2023-24 budget adoption  
Opportunity for public input on the approved FY2023-24 budget  
*(as noted in the LB-1, published in the Madras Pioneer on May 24, 2023)*

Chair Lewis opened the public hearing at 6:48pm. No members of the public were present to speak, and the public hearing was closed at 6:49pm.

8. Financial reports
  - a. Draft May 2023 financials (will be on July meeting agenda for acknowledgement)
  - b. Year-over-year profit and loss comparison report

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

9. Consider approval of the consent agenda:
  - a. Approve Budget committee meeting, board work session, and business meeting minutes, May 15, 2023

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

10. Consider adopting Resolution 2023-10, adopting the FY2023-24 budget, making appropriations, imposing the tax, and categorizing the tax
  - a. Resolution 2023-10, adopting the FY2023-24 approved budget
  - b. FY2023-24 approved budget worksheets
  - c. LB-1 notice

Secretary/Treasurer Seibold moved to approve Resolution 2023-10, adopting the FY2023-24 budget, making appropriations, imposing the tax, and categorizing the tax. Board member McCloskey seconded. Motion passed 5-0.

11. Consider approval of policy#2023-04, Public Records Request Policy

Board member McCloskey moved to approve policy#2023-04, Public Records Policy. Secretary/Treasurer Seibold seconded. Motion passed 5-0.

12. Executive director report

Director Snead reviewed the report included in the board packet.

13. Board member highlights

Board member McCloskey said she already shared her highlight earlier regarding flag football.

Secretary/Treasurer Seibold attend a MAC Trust board meeting where the board received a report from Courtney on scholarships and MACRD activities as well as a presentation from MST. She also attended the NASU Pow Wow last Friday, which was a special experience.

Board member Suppah said she has been receiving positive feedback on the summer guide and is excited to participate in sunset stretch.

Vice Chair Foster-Drago has been out of the country, but she said when she returned to work there were many comments on the expansion of our summer guide. She was reminded how staff talks about it taking time for programs to build momentum, but she said her staff were talking about their children looking forward to summer camps. They also talked about how much they like having advanced notice on future programming so they can plan ahead.

Chair Lewis said she got her son signed up for summer camps. She took summer guides to work and they were gone in a few hours. She shared that her son’s flag football team had a great season and all of them had positive feedback about the program.

Board member McCloskey asked Gregg if he had a highlight to share. Gregg said that he attended a lifeguard instructor recertification in Portland over the weekend and it went well.

Due to schedule conflicts for board members, the next board meeting will be Tuesday, July 25, 2023 at 6:00pm. The board will set future meeting dates at that time.

8. Adjourn

Board Chair Lewis adjourned the business meeting at 7:20pm.

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

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Jinnell Lewis, Board Chair Date