



**Board of Directors
Regular Meeting**

Monday August 12, 2019 6:30 pm.

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

- I. CALL TO ORDER**
- II. ROLL CALL**
Chair Lewis; Vice Chair Steve Webb, Secretary Greg Williams, Director Rabi, Director Foster-Drago
- III. APPROVAL OF MINUTES**
Board Meeting July 8 Regular Sessions
July 23, Special Budget Session
- IV. ADJUSTMENTS TO THE AGENDA**
Chairperson Lewis
- V. AUDIENCE PARTICIPATION**
Speakers are limited to three (3) minutes, excluding questions from the Board
- VI. FINANCIAL REPORT**
 - A. Year End Report
 - B. Cash On Hand/Cash Flow
 - C. Audit RFP
- VII. SPECIAL REPORTS TO THE BOARD**
 - A. Marty: Maintenance Report
 - B. Bean Foundation Project: Update
- VIII. UNFINISHED BUSINESS**
 - A. Bathroom Remodel Project
 - B. IT Conversion/Request to charge a small fee for non-member use of internet.
 - C. MST Swim Coach Update
- IX. NEW BUSINESS**
 - A. Special Event/MACRD Birthday Celebration: Feb. 1, Saturday night
 - B. Schedule Special Session to Review Strategic Plan/August 13 Training Sessions: Redmond
 - C. MACRD Mascot Contest

X. WRITTEN COMMUNICATIONS

XI. REMARKS FROM THE DIRECTOR

- A. Director's Report
 - i. Recreation Report: Gregg
 - ii. Aquatics Report: Eric

XII. REMARKS FROM THE CHAIR

XIII. ADJOURNMENT

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the board to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The public will not be permitted to attend the executive sessions; provided, however, representatives of the news media and designated staff will be allowed to attend the executive sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive sessions, except to state the general subject of the executive sessions as previously announced. No decision will be made in the executive sessions. The regular meeting is open to the public and interested citizens are invited to attend.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Michelle (541-475-4253) from 8:00 am. to 5:00 pm., Monday through Friday, to arrange this service.

The MACRD Board of Directors reserves this time for citizens to share comments or concerns. Because time is limited, as a standard practice, as a courtesy to others and to maintain our meeting schedule, guests will be allotted three minutes to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker. Each person wishing to speak will have signed in at the beginning of the meeting to be recognized.



MAC Recreation District

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday, August 12, 2019

6:30 p.m.

Staff Members Present:

Jim Weyermann, Executive Director; Trudy Haugen, Office Manager; Greg Markwardt, Recreation Manager; Eric Bostard, Aquatics Manager; Marty Goodson, Facilities Manager

Visitors:

Tamie Flu, Michele Gemelas, Jim Gemelas, Jamie Hurd, Nancy Jolstead, Aurora Gerhardt, Mack Gardner, Tony Anderson, Christine Harris, Nancy Richards, Janice Alexander, Chuck Alexander, Bob Keefer, Carrie Graeme

I. CALL TO ORDER:

The regular meeting of the Board of Directors was called to order at 6:33 p.m. by Chair, Jinnell Lewis.

II. ROLL CALL:

Present; Jinnell Lewis, Chair; Steve Webb, Vice Chair; Greg Williams, Secretary; Lindsay Foster-Drago, Director. **Absent;** Martti Rahi, Director

III. CONSENT CALENDAR:

Steve Webb, Vice Chair, made a motion to approve July 8th Regular Session & July 23rd Special Budget Session meeting minutes. Seconded by Lindsay Foster-Drago, Director. Motion carried 4-0.

IV. ADJUSTMENTS TO THE AGENDA

Greg Williams, Secretary, moved to accept the agenda without adjustments. Seconded by Lindsay Foster-Drago, Director. Motion carried 4-0.

V. AUDIENCE PARTICIPATION:

Jinnell Lewis, Chair, read the audience participation statement. There were no public requests to speak.

VI. FINANCIAL REPORT:

- **Year End Report** – Jim Weyermann
 - The Profit & Loss Actual from the Last Fiscal Year is reported on a cash basis.

- We received a generous donation of \$10,000 from the MAC Trust for swim lessons that is not included in these numbers as it was received in July.
 - Met with the School Superintendent and we are on track for swim lessons for 3rd graders this year, as well as a plan of catch up for 4th graders who missed last year.
 - Revenue has remained steady and flat, which gives us plenty of opportunity to figure out how to increase revenue from out-of-water programming to close the gaps.
 - After August we are coming upon the two lowest revenue months of the year. We are close to what we did a year ago. We will continue to explore outside user fees, leverage other events, beef up advertising efforts and look for community partners.
 - Lindsay Foster-Drago, Director, asked about the marketing/advertising budget. Jim stated that this budget item is not even 3%, which is way under for our organization size. We will do the best we can with the ratios we have.
- **Cash on Hand/Cash Flow**
 - July's performance was one of our highest revenue months of almost \$50,000. We can directly correlate its success with advertising measures. Board members were previously sent weekly revenue by month for the past 3 years. This document is still in the preliminary phase. Jim will present on this once the numbers are validated.
 - Jinnell Lewis, Chair, asked if the \$14,000 revenue logged for swim lessons includes the donation from the Trust. Trudy confirmed that it does include that \$10,000 donation.
 - Jinnell Lewis, Chair, asked if there is a comparison for Warm Springs Tackle Football versus last year. Jim and Gregg Markwardt, Director of Recreation and Aquatics, responded that Warm Springs had a very good team last year, but their number has dropped to 4 and they will be joining the Culver players. It was noted that today is the deadline for soccer and flag football with the last chance deadline going until the 19th. Tackle football has been closed for three weeks. There has been growth in participation in Madras.
 - We received our operating line from the county just prior to the close of the last fiscal year. This created a stronger ending balance. We will most likely need the county's support again.
 - **Audit RFP**
 - Trudy Haugen, Office Manager, reported that she is working on this project with the assistance of Courtney Snead, Bean Foundation Consultant. The Request for Proposal has been posted on our website and sent directly to 5 selected companies. The due date is 8/30/2019. The Proposal missed making the packet and she will email it to the board members.

VII. SPECIAL REPORTS TO THE BOARD

A. Capital Replacement Costs Worksheet – 5 Year Maintenance Plan By Project – presented by Marty Goodson

- Jim conveyed that Marty had \$30,000 budgeted for maintenance costs last year and he used \$17,000. He did not realize that he would lose the \$13,000 if he didn't spend it. This year he has \$30,000 budgeted and he will need \$59,000.

- Marty shared the following priority projects:
 - The parking lot needs resealed and striped with a projected cost of \$7400
 - The concrete in the pump room is getting worse with areas of rebar being exposed. He has one bid for \$5,000 (without electrical not included, which we will not know until the time of repair).
 - Jim asked Marty what causes that? Marty responded that he feels the rebar may have been put too close to the surface.
 - We should consider purchasing a spare pump. In a situation where the pump goes completely down we would have to wait for it to be shipped from North Carolina.
 - The siding has not been done since 2015. Marty has one bid for \$13,500. It was \$8900 the last time it was done. He has one additional bid out from the company that did the work last time. This is something that should be done every 4 years. He is exploring a semi-transparent stain to help with UV exposure. Marty will make a recommendation at the next meeting.
 - Greg Williams, Secretary, asked if the bid was broken down by labor and materials, and if it was pretty equal? Marty responded that labor was the highest quoted item and the bid also included equipment rental.
 - The hand dryers are out.
 - We recently had a costly repair as a power surge took out the board for the ADA automatic door opener.
 - Bathroom remodel
 - ETA with engineering/architectural walk through is 2 weeks
 - Engineering drawings
 - We may need to open up the walls, or the contractor will add a contingency to their bid.
 - Jim asked what the soonest is that we could again go out for bids? Marty responded with a minimum of 2 weeks.
 - Jim asked what alternative things we would need to do to stay open during the construction repair process? Marty stated that he has concerns with an outside showering area, which would cost about \$35,000 (\$20,000 for rental shower trailers and about \$14,000 for pouring of a temporary cement pad). Besides cost, the other factor is safety with it possibly being in the winter months. He feels the cheapest and safest option is to create temporary showers where existing drains already are. We should be able to do this for about \$10,000. Marty and Jim will continue to work on all the details and give the board a recommendation.
 - The mutual feeling is that the MAC will stay open during the construction process.
 - Greg Williams asked Marty for definition of the problem at the time of build, was it an architectural design issue or a structural problem? Marty responded that G40 was used instead of G90 and those major corners cut caused the issues. There is no documentation as to why this happened or when the change was made.

- Greg Williams asked if anyone in the room knew? Jinnell Lewis, Chairman, shared that we did settle out-of-court per our lawyer's recommendations. The biggest reason was the time factor of almost 10 years at the time the suit happened.
- It was discussed that the community needs to know about this ongoing problem and that it is a good idea to start educating the public so they understand the infrastructure. Some of the following suggestions were given:
 - Have the Madras Pioneer do a historical article.
 - Put a historical article on the website
 - Jinnell Lewis, Chair, will work on this.
- Greg Williams asked if we had budgeted enough for the bathrooms? Marty stated that if it is determined that metal will need to be added he would expect that we would exceed budgeted.
- It was asked if the original \$30,000 we budgeted for would cut it. It is felt that we may need about \$65,000 with redoing the parking lot and the rebar being the priorities. Marty feels that the sand filters may not need to be replaced for a few years, which will save us about \$8,000 on this years budget.
- Jinnell Lewis, Chair, asked Marty to rework his Capital Replacement Costs Worksheet to categorize the baseline repairs/maintenance that need done annually so a minimum budgeted amount could be tabulated.

B. Bean Foundation Project: Update – given by Jim Weyermann

- All but one board member has previously been briefed on the MACRD Systems, Policies and Procedures Review which is 2 phases. The document, created by Courtney Snead, was included in the board packets.
- The MACRD Vision & Planning/Timeline
 - i. This planning timeline was created by going to 2023 and working backwards.
 - ii. Public outreach was included in the timeline to add in collective ideas so we all have an understanding of where we want to go.
 - 1. Help identifying Pool or Recreation District first? All on the table for open discussion.
 - iii. It is important how we position ourselves for May of 2023 as losing the \$0.40 from our tax base would be devastating.
 - iv. Lindsay Foster-Drago, Director, and Greg Williams, Secretary, volunteered as the sub- committee to work on the public input process.

VIII. UNFINISHED BUSINESS:

A. Bathroom Remodel Project

- i. As things progress in the next couple of weeks Martti Rahi, Director, and Jinnell Lewis, Chair, are available as previously volunteered sub-committee members.

B. IT Conversion

- i. Jim presented that with our latest IT update we will now be able to have enough band width at major events. The conversion has been met with some bumps. We should be able to now have 1000 to 1500 users and not feel any lag in service. The new carrier is \$137 per month cheaper. We now have the capabilities to give free internet access to members and could charge a fee for non-members. It was the consensus of the board that they were not a fan of charging anyone for wireless internet capabilities.

C. MST Swim Coach Update

- i. We have one individual who has currently shown interest from the Tacoma area. The position will stay open until filled. The position is currently posted on the Oregon Swimming site as well as USA Swimming.

IX.

NEW BUSINESS

A. Special Event/MACRD Birthday Celebration; Feb 1, Saturday Night

- i. Jim Weyermann rolled out the vision of having a celebration to recognize everyone who has helped create the MACRD. We just can't thank people enough. It will be a way of bringing the community together to celebrate all the stakeholders. He would like everyone to chew on it with a possible date of February 1, 2020, the MAC's anniversary date.

B. Schedule Special Session to Review Strategic Plan & August 13th Training Sessions; Redmond

- i. Wednesday, September 4th was scheduled as a Strategic Planning Work Session from 5:30 to 7:30. Trudy will take care of the public notification requirements.
- ii. Three are registered to attend the Board Training tomorrow, August 13th.

C. MACRD Mascott Contest

- i. Jim Weyermann inquired if input is needed for him to start a process of defining a mascot for the MACRD. He would like to use the Elementary Schools and have students provide submissions of ideas with a possible showcasing at the art gallery downtown and an article in the newspaper. He would like to be able to showcase this mascot at advertising events, 1st Thursday's and in-house appearances. He will seek out sponsor funding and it will not be something that will take up a lot of staff time. The consensus was that he could move forward with this project.

X. WRITTEN COMMUNICATION

None.

XI. REMARKS FROM THE DIRECTOR

A. Director's Report

- i. **Recreation Report** – Gregg Markwardt, Director of Recreation & Aquatics
 1. Gregg presented his recreation report as submitted to the Board.
 2. Jinnell Lewis asked if the prices had gone up. Gregg reported that we did see a 5-6% increase.
 3. Jinnell Lewis asked if scholarships are being marketed and what that process looks like. Gregg responded that we are consistent with getting

the word out about scholarships. Tax information is being used for verification and awarding purposes. 95% who apply qualify.

4. Jinnell Lewis asked if it looks like all age groups will be able to play this year. Gregg is hoping that the numbers will be there. Contacting those registered to play and letting them know how many need to be found to make it happen is a tactic that has worked successfully in the past.

ii. **Aquatics Report – Eric Bostard**

1. Eric presented his aquatics report as submitted to the Board.
2. We are taking every opportunity to promote and talk about the Swim Team.
3. This will be a program building year.
4. Eric has been pricing lane lines as they need replaced. Possibly the MAC Trust could help with this.
5. The pool schedule is changing to accommodate practices. Notifications will be emailed tomorrow.

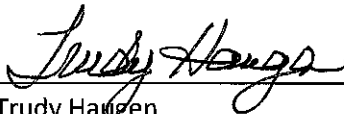
XII. **REMARKS FROM THE CHAIR**

Jinnell Lewis would like to see our website updated for staff and board members. Payton will work on this.

XIII. **ADJOURNMENT:**

The meeting was adjourned by Chair, Jinnell Lewis, at 8:30 p.m. The next regular Board Meeting will be **Monday, September 9th at 6:30 p.m.**

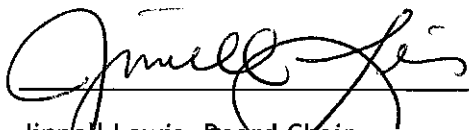
Respectfully Submitted,



Trudy Haugen
Office Manager

9-9-19

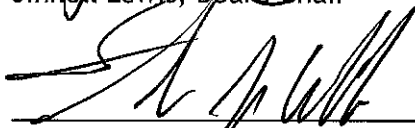
Date



Jinnell Lewis, Board Chair

9/9/19

Date



Steve Webb, Vice Chair

9/9/19

Date