



**Board of Directors
Regular Meeting
AGENDA**

Monday September 9, 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 August 12th, 2019
Special Session September 4, 2019**

IV. ADJUSTMENTS TO THE AGENDA

Chairperson Lewis

V. AUDIENCE PARTICIPATION

Speakers are limited to three minutes, excluding questions from the Board

VI. FINANCIAL REPORT

- A. Weekly Earned Revenue Target: Earned Revenue Report
- B. Audit RFP Results: Audit Proposal is Attached
- C. Social Media Report: Growth Chart
- D. Mac Trust Scholarship Graph: Scholarships for bridging user fees

VII. SPECIAL REPORTS TO THE BOARD

- A. Bean Foundation Project: Update

VIII. UNFINISHED BUSINESS

- A. Bathroom Remodel Project: Update
- D. Senior Management Rotation Schedule

IX. NEW BUSINESS

- A. Community Activities: Recent participation
- B. Guest Editorial Request: Request
- C. Prineville Pool Project/Redmond Bond: Update

X. WRITTEN COMMUNICATIONS

XI. REMARKS FROM THE DIRECTOR

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

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 Trudy at (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, September 9, 2019
6:30 p.m.

Staff Members Present:

Jim Weyermann, Executive Director; Trudy Haugen, Office Manager; Greg Markwardt, Recreation Manager

Visitors:

Chuck Alexander, Janice Alexander, Tamie Flu, Rachel Bone, Michele Gemelas, Jim Gemelas, Nancy Richards, Amber Searcy, Julie Hartman

I. CALL TO ORDER:

The regular meeting of the Board of Directors was called to order at 6:32 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 August 12th, 2019, Regular Session meeting minutes. Seconded by Gregg Williams, Secretary. Motion carried 4-0.

Lindsay Foster-Drago, Director, made a motion to approve September 4th, 2019, Strategic Plan Work Session meeting minutes. Seconded by Greg Williams, Secretary. Motion carried 4-0.

IV. ADJUSTMENTS TO THE AGENDA

Greg Williams, Secretary, moved to accept the agenda without adjustments. Seconded by Steve Webb, Vice-Chair. Motion carried 4-0.

V. AUDIENCE PARTICIPATION:

Jinnell Lewis, Chair, read the audience participation statement.

Tamie Flu addressed the board with 2 questions:

- There has been no progress on the bathrooms in the 4 or 5 months she has been coming. Nothing is happening with zero bids. What is taking so long?
- She has been to several Board meetings and there is always an empty board seat chair. Where is the dedication to the MAC? This is disappointing and concerning.

Jinnell Lewis, Chair, thanked her for her comments. It was felt that many of her questions and concerns would be answered as the meeting ensued, and if not she could find her after the meeting.

VI. FINANCIAL REPORT:

A. Weekly Earned Revenue Target – Jim Weyermann, Executive Director

- 4 years of revenue data by month gathered
 - Handout previously sent in the Board Packet and also illustrated on the white board.
 - Interesting to see the seasons and how it all works out.
 - Everything in purple is the 4 weakest revenue months (September, October, January and February)
 - The membership drive last December brought in over \$30,000.
 - Out-of-water recruitment has made a huge difference to these past few months.
 - 3 on 3 basketball tournaments is also a concept in the works, partnering with Warm Springs and what they already have going on.
 - Lindsay Foster-Drago, Director, asked what the length of the school MOU program is? Jim Weyermann, Executive Director, answered that it is indefinite. The contract was last signed in 2015 and we are in the renegotiating phases. Their new after school grant may be in a position to increase back to \$45,000.
 - Our target goal is \$7,076 per week.

B. Audit RFP Results – Trudy Haugen, Office Manager

- Audit Proposal from SGA was included in the Board Packet.
 - \$12,200 this first year; \$12,760 the 2nd & \$13,180 the 3rd.
 - They are booked through the year so we would come in on the tail end of November.
 - The hope is to be done by year-end (12/31), but an extension is possible if necessary.
 - Once approved we will put calendars together. They will get out an engagement letter. They are a paperless office so they will require everything to be scanned in.
- **Lindsay Foster-Drago, Director, made a motion to proceed with a contract with SGA for our annual auditing services. Seconded by Steve Webb. Motion carried 4-0.**

C. Social Media Report: Growth Chart – Trudy Haugen presenting for Payton Krayla, Marketing Assistant

- Website in a 48 hour timeframe
 - Average is 200, with a high of 250
- FaceBook 8/6 to 9/2
 - 54% increase in page likes
 - 100% increase in recommendations
 - 43% increase in page followers
 - 129% increase in people reached
 - 227% in post engagements
 - 50% in page reviews
 - Down only in 3 second video views
 - The last report tells us who we are reaching, age groups, etc.

D. MAC Trust Scholarship – Jim Weyermann, Executive Director

- The Strategic Plan Session helped give direction.
 - Would like to move from programmatic to stats
 - The graphs are good to review
- Gregg has previously been working with the Trust. The goal is to also get Trudy directly involved.

VII. SPECIAL REPORTS TO THE BOARD

A. Bean Foundation Project Update – Trudy Haugen

- Courtney and Trudy met Wednesday and Thursday of last week.
- Courtney will report at the October meeting, with the challenge being that the MAC Board meets the same night as the School Board.
- Trudy will be signing up for an Active Financial Certification Course.
- Trudy will be attending a Regional Risk Management Training 10/8/19 with SDAO.
- Trudy and Jim will be attending a Cashier Supervisor Training conducted by Jefferson County 10/31/19.

VIII. UNFINISHED BUSINESS:

A. Bathroom Remodel Project – Jinnell Lewis, Chair

- i. Our set back has been that the bids included only time and materials
- ii. We have extended the dates with the architects
- iii. Marty has reached out for drawings and has had a difficult time getting them from the architects
- iv. BCA, Bend, toured last Wednesday. They brought to the table options of using different materials such as epoxy. They were involved in Juniper Hills in Bend.
- v. The plan is to extend the deadline for the RFP.
- vi. Once we have the architect drawings we will put out for rebid. The hope that the same two contractors will then be able to put in for a complete bid. At that time the subcommittee of Jinnell and Martti can meet and choose one of at least the two.
- vii. Lindsay Foster-Drago asked when this might be accomplished. Jinnell replied that she thought within a two week timeperiod. BCA was going to send an additional person out to look at the water damage.

B. Senior Management Rotation Schedule – Jim Weyermann, Executive Director

- i. The plan for the weekend and during the week is as follows:
 - 1. Trudy gets here around 7:30 Monday thru Friday.
 - 2. With it being water polo season Eric starts around 10.
 - 3. Gregg is in the midst of fall sports, which includes evenings and weekends.
 - 4. Jim is on-call 100% of the time until a call schedule can be coordinated.

IX. NEW BUSINESS

A. Community Activities: Recent participation

- i. Payton and staff have been involved in the following community activities the past 2 months:

1. Jefferson County Fair
2. 1st Thursday's
3. The Air Show (which had a lot of tri-county participation where we receive a lot of Rec Swim support)
4. Coffee Cuppers
5. We will be at the Chamber Awards Banquet

B. Guest Editorial Request

- i. Jim relayed that Tony Ahern has been wanting to write something for a long time, something that is collective and provides perspective. With his 11 months experience he feels that someone who has been involved longer may have a better historical perspective than him.

1. Jinnell Lewis, Chair, stated that she visited with Holly Gill a couple of weeks ago after discussion at the last board meeting. She is willing to take the lead on it.

C. Prineville Pool Project – Jim Weyermann

- i. This meeting was an opportunity for very interesting exchange with other operators.
- ii. Jim's biggest concern is with Bend, Redmond and Prineville all working on bond issues that it may make ours a bit confusing. Redmond will go up next and Prineville may see about the same timeframe as us.

X. WRITTEN COMMUNICATION

None.

XI. REMARKS FROM THE DIRECTOR

A. Director's Report

- i. **Recreation Report** – Gregg Markwardt, Director of Recreation & Aquatics, previously submitted his report with the Board Packet.
 1. Lindsay Foster-Drago, Director, asked if we are going to keeping sending information ahead of time. Gregg answered that yes we would.

She also said that she is getting a lot of people asking about where the team rosters are located? Gregg informed her that they can be found on the website along with the schedules. Discussion ensued of how far in advance this can happen. Gregg explained the process of working with other Rec Districts, coaches, etc. and that it just takes time. He never wants to send out a schedule until he knows it is finalized because it is so hard to get the updated information out after it is posted. The goal is always set at 2 weeks.

- ii. **Aquatics Report** – Report previously submitted by Eric Bostard, Aquatics Manager as he was currently coaching Water Polo
 1. There were no questions.

XII. REMARKS FROM THE CHAIR

- Jinnell Lewis thanked everyone for their input in our last work session.

- The subcommittee of Greg Williams and Lindsay Foster-Drago will have a brainstorming session the end of September for the public input process.

XIII. **ADJOURNMENT:**

The meeting was adjourned by Chair, Jinnell Lewis, at 7:22 p.m. The next regular Board Meeting will be **Monday, October 14th at 6:30 p.m.**

Respectfully Submitted, *Trudy Haugen* 10-8-19
Trudy Haugen Date
Office Manager

Jinnell Lewis 10/21/19
Jinnell Lewis, Board Chair Date