



AGENDA

Board of Directors Regular Meeting

Monday December 16, 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 Foster-Drago; Secretary Greg Williams; Director Rabi
- III. **APPROVAL OF MINUTES**
Board Regular Meeting November 11th, 2019
Board Work Session November 15th, 2019
- IV. **ADJUSTMENTS TO THE AGENDA**
Chairperson Lewis
- V. **OPEN BOARD POSITION**
 - A. Motion to approve Taylor Lark
 - B. Oath of Office
- VI. **AUDIENCE PARTICIPATION**
Speakers are limited to three minutes, excluding questions from the Board
- VII. **SPECIAL REPORTS TO THE BOARD**
 - A. Bean Foundation Project: HR Manual Report; Small Meetings/ Surveys
 - B. Medical Coverage
 - C. Vacation Payouts for Family Emergencies
 - D. Audit Update
- VIII. **UNFINISHED BUSINESS**
 - A. Bathroom Remodel Project: Meeting with City
 - B. Review and Approve Swim Team Proposal
 - C. Culver Fundraiser
- IX. **FINANCIAL REVIEW**
 - A. November P&L
 - B. Weekly Earned Revenue Report
 - C. Grants/Advertising Revenues
 - D. Tax Collections

X. NEW BUSINESS

- A. County Meeting Regarding Upcoming Bonds/Levies
- B. Expansion of MACRD District
- C. Easter Egg Hunt

XI. WRITTEN COMMUNICATIONS

XII. REMARKS FROM THE DIRECTOR

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

XIII. REMARKS FROM THE CHAIR

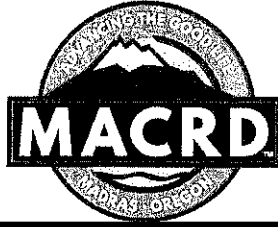
XIV. ADJOURNMENT

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.



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
Monday, December 16th, 2019, 6:30 p.m.

Staff Members Present:

Jim Weyermann, Executive Director; Trudy Haugen, Office Manager; Gregg Markwardt, Recreation Manager & Eric Bostard, Aquatics Manager

Visitors:

Courtney Snead, Christine Harris, Tony Anderson

I. CALL TO ORDER:

The regular meeting of the Board of Directors was called to order at 6:31 p.m. by Chair, Jinnell Lewis.

II. ROLL CALL:

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

III. CONSENT CALENDAR:

Lindsay Foster-Drago, Vice Chair, made a motion to approve November 11th, 2019, Regular Board Meeting Minutes. Seconded by Greg Williams, Secretary. Motion carried 3-0.

Lindsay Foster-Drago, Vice Chair, made a motion to approve November 15th, 2019, MST & Board Vacancy Work Session Meeting Minutes. Seconded by Greg Williams, Secretary. Motion carried 3-0.

IV. ADJUSTMENTS TO THE AGENDA

Jim Weyermann, Executive Director, requested that agenda item VII – C – Vacation Policy – be postponed as we are not yet ready.

Greg Williams, Secretary, moved to approve the agenda with omitting VII-C-Vacation Policy. Seconded by Lindsay Foster-Drago, Vice President. Motion carried 3-0.

V. OPEN BOARD POSITION:

Lindsay Foster-Drago, Vice Chair, made a motion to select and approve Taylor Lark to the vacant Board position. Seconded by Greg Williams, Secretary. Motion carried 3-0.

The vote was followed by an oath of office swear in for Taylor Lark by Jinnell Lewis, Chair.

VI. AUDIENCE PARTICIPATION:

No one requested to address the Board.

VII. SPECIAL REPORTS TO THE BOARD

- A. Bean Foundation Project: HR Manual Report; Small Meetings/Surveys – Courtney Snead, BBI Consultant.**

- Courtney met with staff last week to review a draft Personnel Policy manual.
 1. The group made it to page 25 out of the 40-page manual in 4 hours.
 2. There were great conversations regarding current practices, policy and best practice.
 3. Spent time talking about vacation and sick leave versus PTO and the impact this could have.
 4. The staff will meet one more time and the draft will be ready for the sub-committee of Lindsay Foster-Drago & Greg Williams, between now and mid-January.
 5. The goal is to have a work session with the Board with the final product to the board by February in a work session or meeting with adoption in February.
- Small Meetings/Surveys got a bit derailed in November and December.
 1. Small group meetings will start in January. Group meetings in late January and February.
 2. The survey process was started by Courtney at the Chamber Business After Hours where there were 50 to 60 participants. For the most part the surveys are positive and thoughtful. The clear message seems to continue to be the condition and remodel of the bathrooms.
 3. Surveys are also available in the lobby.
 4. We will be deploying the survey through email to Active households in January using Survey Monkey.

B. Medical Coverage

- Jim Weyermann reported that health insurance renewal is coming in at a 39.1% increase without any additional benefits or out-of-network coverage. We have been paying for a program with a high deductible. He presented the following hybrid solution:
 1. Engage in a partnership with Mid Oregon Personnel which opens us to a series of health plans not available without it.
 - a. 3.13% increase in cost after partnership with Mid Oregon Personnel by entering into an HRA plan that is not available to the MAC as a stand-alone because we are too small.
 - b. SDAO and other Payne West quotes are coming in at even higher rates. SDAO does have an HSA plan, but not an HRA.
 - c. Working with Mid Oregon Personnel is something that is within Jim's jurisdiction, but he wanted it to be a Board decision. Our current payroll system of ADP is month-to-month without any contracts. Mid Oregon Personnel's fee

would include HR support and expertise, hiring, advertising, safety trainings and pre employment screenings. They also would become the employer of record for payroll reporting purposes.

- d. Jinnell Lewis asked if we have talked with Monica Harrison at SDAO. Jim reported that we have not talked with SDAO but Sam from Mid Oregon Personnel has checked with his legal counsel regarding Special Districts.
- e. Jim would like to try it for a year and see how it works, or we would have to renew the current policy with the increased premiums.
- f. The biggest concern is not having out-of-network benefits with the current plan. It just isn't acceptable for the future.
- g. Trudy reported that Payne West's quotes to the MAC as a stand-alone are coming in at \$630.98 and \$676.13. SDIS quotes are coming in at \$608.95 and \$573.24. SDIS has an HSA plan available but not an HRA. It was felt we were too small to make an HSA plan work.
- h. Jim stated that if we can get Trudy out of the office we can do more with the patrons, memberships and revenue generating projects.
- i. Trudy reported that one of the things on her and Courtney's to-do list is to look at all positions. It is felt that the Office Manager position is one that could eventually be split up to handle the load of HR, payroll, board, safety and the front office piece. If it is determined to split duties and add positions the cost of office and working space as well as benefits could make the Mid Oregon Personnel arrangement make sense, with the cost savings from the medical insurance. Because this process hasn't been completed it puts us in just a bit of the cart before the horse situation.
- j. Greg Williams asked what this means from a financial impact, how much would this cost us? Jim reported between \$9,000 and \$14,000.
- k. Greg Williams asked Courtney if she has seen other organizations go through third parties like this? Courtney stated that this would definitely be a unique set up. There are some benefits to create capacity in Trudy's position because right now she is doing the work of about 4 people. She sees possible benefit of doing it short-term to see how it works. She thinks it is a unique set up that could possibly benefit the staff during this time of transition.

- l. Greg Williams asked if they could take on payroll right out the gate. Trudy responded that, yes, as of January 1st.
 - m. Taylor Lark asked if ADP is contracted or month-to-month. Trudy said that she would doublecheck, but knows it to be month-to-month.
 - n. It was decided to have a Work Session Friday, December 20th @ 8:00 a.m. Mid Oregon Personnel will be invited to come so the Board can ask questions. Jinnell Lewis requested that we contact Monica Harrison at SDAO for her input as well. Jinnell would also like to see a proposal or contract to review.
- Audit Update
 1. A lot of information has been provided remotely, both prior and during the audit.
 2. We have gotten word that an extension will be filed. Courtney and Trudy thoroughly expected an extension would be needed.

VIII. UNFINISHED BUSINESS:

A. Bathroom Remodel Project: Meeting with City of Madras

- Jinnell Lewis reported that the Board sub-committee, Jim and Marty met with Jeff Hurd, City of Madras. The goal of reaching out is one of support to keep forward moving momentum with architect resources.
- Jeff gave names of two more architects, one of which has already done a walk-thru. Jim reported that Larry brought a solution on the water piece during the walk-thru. He also feels he can get the drawings for 5 to 8 thousand dollars. Larry is supposed to get a proposal to Jim this week. Stopping the water can be a separate issue from repairs, which could make things a little more economically feasible. If the proposal comes in under \$10,000 we can go ahead and move forward.
- This group will try and meet monthly with the goal to continuously keep moving forward, preferably the week prior to board meetings.

B. Review & Approve Swim Team Proposal – Gregg Markwardt

- Gregg walked the board through different proposals for Swim Team options that was talked about at the previous Work Session using an overhead presentation. Quite a bit of research went into the presentation to include fees, costs and numbers for each option. The purpose was to start thinking about the associated costs and what we would have to budget for with each option.
 1. Gregg walked the group through the MST Current Rates. He then moved on to Proposed Rates & Budgets for Options 1 and 2.
 - a. The first option showed a \$5 per day option. Gold members practice 5 days a week, silver 4 days a week and bronze 2 days a week. More time with the coach is offered,

but each level paying at different fees. Bronze may not actually compete and is a transition from swim lessons. Current bronze price is \$115 per person, in this model it is raised to \$120. Silver is currently at \$130, increasing to \$180. Gold going from \$150 to \$300. They also would get more time with the coach and fees be made accordingly.

- i. Taylor Lark wanted to make sure that participants would be getting something different with the increased fee. Gregg answered that yes, the charge would be tiered based on the time with the coach.
- b. The second option is assuming that the MAC secures the coach and the parents would be responsible for club dues and fees.

- i. 75% cost recovery we would budget \$42,000 for a coach, secure for \$32,000. This is conservative. We could have 12 swimmers and the next season 35. But we would still have to pay the coach. At 60 swimmers the example shows an addition of an assistant coach. We would still be operating in the black.

- c. Associated Costs was then reviewed as well as Potential Swim Meet Revenue, Meet Entry Fees Around State and Swim Team Fees Around the State.
 - i. The norm from those polled was the fees not being paid by the program, but parents paying the fees.
 - ii. Taylor Lark asked if the MAC Trust currently pays the fees? Eric Bostard answered that this comes from the MST Booster Club. Gregg Markwardt inserted that all organizations are confused on who pays the fees.

- 2. The most common model in Oregon is for the pool to not hire the coach. The pool works directly with the club for the use of the pool. Most clubs are private.
- 3. Gregg Williams reported that the three options for Swim Teams are parent owned, district owned or coach owned.
- 4. Other proposal is to increase the fee by 50%.
- 5. Budget for the lowest possible #.

- Gregg Williams reiterated that the MAC does not have the funding to hire a full-time coach right now.
- A full-time coach brings the possibilities of potential revenue with swim meets where you can make up to \$1500 per swim meet.
- Greg Williams asked if it was felt that we had enough parental support to put on 4 swim meets per year? This answer is truly unknown.

- Clubs are required to be timers, officials and volunteers. They are charged an hourly rate if none are provided.
 1. Lindsay Foster-Drago asked if each pool was contacted for this information? Gregg reported that he found the information on Team Unified, FB and website pages.
 2. Jim Weyermann reported that the interim solution is not working for them. We want to be responsive but there isn't a long-term solution at this time.
 3. Lindsay Foster-Drago stated that she feels that we need a group decision of the goal and clarity of the program to help determine the future of our swim program.
 4. It appears that coach and parent support is the key to success.
 5. There is the general feeling that the MAC, by definition, should be focused on MST and support it financially.
 6. Greg Williams stated that in order to have a full-time Swim Coach we would need to increase our next levy substantially.
 7. One option discussed was to provide short-term swim programs, such as basketball. Once we start getting kids in the door and know the programs interest we could better determine the need.
 8. It was determined to hold another Work Session in January in partnership with the current Swim Team Members.
 9. Lindsay Foster-Drago requested that we contact Bend about the option of an in-house non-competing swim team.

C. Culver Fundraiser

- Jim Weyermann reported that we have purchased a table of 8 at the Culver Booster Banquet & Auction which will be Saturday, January 11th @ 5:30 at the Erickson's Aircraft Museum.
- We draw a lot of kids from Culver. It is good to stay involved and show our support.
- Taylor and Martti can both go. Staff can fill the table once we know the board's availability.

IX. FINANCIAL REPORT:

A. November P&L – Jim Weyermann, Executive Director

- Jim reported that he wanted to engage the budget committee and go line item by line item through the 1st of the year.
- We are right where we are supposed to be.
- Tax side, the assessor anticipated \$688,000. We budgeted \$631,000. Jim is feeling pretty good about that.
- School District MOU is settled at \$30,000. We are hoping to go to \$45,000. The 509-J Swim Lessons is really taking a hit to our regular swim lesson program.

- B. Weekly/Monthly Earned Revenue Report – Jim Weyermann, Executive Director**
- This report represents apples to apples, 7/1 to 11/30, as compared to other years. The solar year is our stretch goal.
 - We are almost at \$50,000 in Daily Admissions, with last year at \$38,000.
 - Memberships we are finally catching up on as we were \$8,000 to \$9,000 in the hole two months ago.
 - Gross revenue for the months and weekly averages, and where we budgeted, look good. Essentially we are down \$19.30 on a weekly average from where we budgeted.
 - Taylor Lark asked Jim if there was anything that popped out to him as the problem in November? Jim Weyermann reported that we are running right on everywhere except merchandise.
 - Taylor Lark, Director, stated that the current reporting is very complex. Trudy stated that this will be addressed through the audit process and the next phase of the administrative plan with Courtney. Lindsay Foster-Drago would like to see something simpler to follow that has benchmarks, dashboards and monthly guides. Courtney suggested color coding for warning areas, which Lindsay agreed would be helpful. Trudy let Taylor know that we are open for input when we start this process.
- C. Grants/Advertising Revenue**
- Jim Weyermann reported that St. Charles will continue as a paying sponsor for their signage. Jim will continue on their advisory board.
 - We should be hearing by the end of the week the status of our SDAO Security Grant.
- D. Tax Collections**
- Jim Weyermann reported that tax moneys have been coming in and is projected to be higher than budgeted. Of course, this all depends on collection.

X.

NEW BUSINESS

- A. County Meeting Regarding Upcoming Bonds & Levies – Jim Weyermann**
- It doesn't look like anyone else will be going in on the same year as our bond levy.
- B. Expansion of MACRD District – Jim Weyermann**
- One of the questions that was asked at the county meeting was if we have ever considered expanding our district to Culver.
 - Courtney interjected that Jefferson County Connect Group conducted a visioning project and the #1 thing that came out of the Culver community meeting was a recreation center.
- C. Easter Egg Hunt**
- Jim addressed the Board about the possibility of doing something for Easter, i.e. an easter egg hunt. Discussion ensued about how the community already had quite a few of Easter Egg hunting opportunities. But, maybe we could offer something unique such as Easter Egg hunting in the shallow pool?

XI. WRITTEN COMMUNICATION

None.

XII. REMARKS FROM THE DIRECTOR

A. **Recreation Report** – Gregg Markwardt, Director of Recreation & Aquatics, previously submitted his report with the Board Packet.

- Thanks to Gregg for putting the survey in.
- Youth Basketball is currently at 160 (135 last year)
- Youth Volleyball is currently at 24. We will have 18u & 16u age divisions

B. **Aquatics Report** – Eric Bostard, Director of Aquatics, previously submitted his report.

1. We have done 650 swim lessons this year, and we haven't even hit Summer yet. Last year we had 286 total. This is due to the MOU and the addition of the after-school program, which isn't officially part of the MOU. These group lessons have brought challenges because most of the students do not know how to swim and they are much larger groups than our conventional lessons. The main focus is teaching them how to float. Our regular swim lesson program is obviously taking a hit in numbers because so many are participating with school. Eric is tracking the MOU to make sure it isn't going over and will use those numbers for renegotiation when the time comes. The current MOU does not include after school but it should in the future. Everybody wants children to know how to swim. More people are now looking for private lessons.

C. **Operations Report** – Trudy Haugen, Office Manager, previously submitted her report.

- The board had no questions.

XIII. REMARKS FROM THE CHAIR

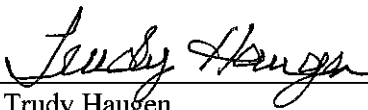
Jinnell Lewis asked if there was anyone who would volunteer to be a second board signer on the bank account. Taylor Lark, Director, stated that he would be willing to do that.

Greg Williams made a motion to add Taylor Lark as a signer on the bank account.

Lindsay Foster-Drago seconded it. Motion carried 4-0.

XIV. ADJOURNMENT:

The meeting was adjourned by Chair, Jinnell Lewis, at 8:45 p.m. The next Board Work Session will be Friday, December 20th at 8:00 a.m. The next regular Board Meeting will be **Monday, January 13th at 6:30 p.m.**

Respectfully Submitted,  1-8-20
Trudy Haugen Date
Office Manager

 1/13/2020
Jinnell Lewis, Board Chair Date