



AGENDA
Board of Directors Regular Meeting
Monday, April 13, 2020 6:30 pm.

Join Zoom Meeting <https://zoom.us/j/2567069091>

Meeting ID: 256 706 9091

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|--------------|---|-------------------------------|
| I. | CALL TO ORDER | 6:30 p.m. - 6:32 p.m. |
| II. | ROLL CALL
<i>Chair Lewis; Vice Chair Foster-Drago; Secretary Greg Williams; Director Rabi; Director Lark</i> | 6:32 p.m. – 6:35 p.m. |
| III. | APPROVAL OF MINUTES
Regular Board Meeting February 10, 2020
Special Work Session February 25, 2020 | 6:35 p.m. to 6:40 p.m. |
| IV. | ADJUSTMENTS TO THE AGENDA
<i>Chairperson Lewis</i> | 6:40 p.m. to 6:45 p.m. |
| V. | AUDIENCE PARTICIPATION
<i>Speakers are limited to three minutes, excluding questions from the Board, and must have prearranged to speak by phone or email prior to the meeting</i> | 6:45 to 7:00 p.m. |
| VI. | SPECIAL REPORTS TO THE BOARD
A. Audit Presentation, Brenda Bartlett, SGA: Motion to Approve
B. Bean Foundation Project: HR Manual Motion to Approve
C. JC Operation Loan: Motion to Approve
D. Scheduling of Strategic Plan Work Session | 7:00 to 7:40 p.m. |
| VII. | FINANCIAL REVIEW – March 2020
A. MACRD Dashboard
B. Earned Revenue Report
C. Financial Statements
D. Staffing Options | 7:40 p.m. to 7:50 p.m. |
| VIII. | WRITTEN COMMUNICATIONS | 7:50 p.m. to 8 p.m. |
| IX. | REMARKS FROM THE DIRECTOR

A. Director’s Report <ul style="list-style-type: none">• MAC Trust | 8 p.m. to 8:10 p.m. |
| X. | REMARKS FROM THE CHAIR | 8:10 p.m. to 8:20 |
| XI. | ADJOURNMENT | 8:20 p.m. to 8:25 p.m. |

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.

Due to COVID-19 guidelines this MACRD Board Meeting will not be an in-person public form. The meetings will be available for viewing via Zoom Video. Please call or email if you have any questions on how to access this meeting.

To schedule live public comments via Zoom Video, email your request to thaugen@macaquatic.com or call 541-475-4253 by 1:00 p.m. on April 13, 2020. All requests should include your name, phone number and address. Because time is limited, as a standard practice, as a courtesy to others and to maintain our meeting schedule, guests will be allotted three (3) 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.

Written comments may be submitted to thaugen@macaquatic.com, or mailed to 1195 SE Kemper Way, Madras OR 97741, and must be received by 1:00 p.m. April 13, 2020.

A complete board packet and details to access this meeting will be available by 1:00 pm on April 10, 2020, at the following website: <https://macrecdistrict.com>



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
Monday, April 13th, 2020, 6:30 p.m.

Staff Members Present:

Jim Weyermann, Executive Director; Trudy Haugen, Office Manager; Gregg Markwardt, Director of Recreation & Aquatics; Payton Kryla, Aquatics Supervisor

Visitors:

None

I. CALL TO ORDER:

The regular meeting of the Board of Directors was called to order at 6:39 p.m. by Chair, Jinnell Lewis. Due to COVID-19 regulations this meeting was held via zoom. The meeting was public noticed in the Madras Pioneer as well as advertised on the website 10 days prior to the meeting. Education was also provided via Facebook. The public was informed of how to make public comment either at the zoom meeting or prior, as well as how to join the zoom meeting via computer or telephone.

II. ROLL CALL:

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

III. CONSENT CALENDAR:

As a result of our COVID-19 closure by public health on Monday, March 16th, our regularly scheduled MACRD Board of Director's meeting scheduled for this same night was cancelled due to the social distancing and group size mandates.

Martti Rahi, Director, made a motion to approve February 10th, 2020, Regular Board Meeting Minutes and February 25th, 2020, Special Work Session Minutes. Seconded by Taylor Lark. Motion carried 5-0.

IV. ADJUSTMENTS TO THE AGENDA

Lindsay Foster-Drago moved to approve the agenda without any needed changes. Seconded by Taylor Lark. Motion carried 5-0.

V. AUDIENCE PARTICIPATION:

No contact from the public to request public comment.

VI. SPECIAL REPORTS TO THE BOARD

- A. Audit Presentation, Brenda Bartlett, SGA**
- Auditors Financial Report

- There is a bound copy for each board member. Trudy will send an electronic copy for the Boards review until they can make it to the MACRD to pick up their copy.
- She requests that the board send any questions to her via Trudy or Jim.
- The most important conclusion with this document is that SGA reports an unmodified opinion of the organization, which Brenda shares as a very good thing.
- Board Communication At Conclusion
 - This document is a bite size version of what happened during the year relating to professional standards and management controls.
 1. There were no transactions found without proper authority.
 2. No difficulties were encountered in dealing with management in performing and completing our audit. The staff was easy to work with. This audit was difficult for all as staff was reacting to work that was not their own and SGA was also new to the company. There were massive questions, and we got the answers.
 3. There were 24 misstatements that required adjustment which management agreed to make, some from prior fiscal years. They included:
 - a. Posting of prior year auditor adjustments which were not posted to the District's accounting records.
 - b. Various adjustments to properly account for debt service expenditures, in particular the short-term financing activity.
 - c. Adjustment of property taxes for reporting on the modified accrual basis of accounting.
 - d. Significant adjustment to properly accrue Accounts Payable at year end.
 - e. Adjustment of deferred revenue for memberships and punch cards.
 - f. Adjustment to record memberships receivables.
 - g. Various adjustments to align the Active point of sale activity with amounts posted in QuickBooks.
 - h. Adjustment necessary to the prior and current years to record the accrued vacation liability.
 4. No disagreements with management arose during the audit.
 5. The information in this document is intended solely for the use of the Board of Directors and management of the District.
- Communication of Internal Controls
 - The following deficiencies in internal control to be considered material weaknesses:
 1. Review of bank account reconciliations. With such a small staff, which is always the challenge of small districts, it is important that the Board of Directors be part of this process. Currently Jim and Trudy both sign off when this is done.
 - a. Check uncleared items with a process to get unclaimed checks off the books.

- b. Review the statement and glance through the checks that have been written – who too, does it sound reasonable, are there 2 signatures.
 - c. Check electronic payments to see if all amounts and payers look reasonable, i.e. payroll, IRS, etc.
 - d. Jinnell Lewis felt that Taylor Lark was a good candidate for this as we do not have a board treasurer. Trudy will add this to the folder with check runs monthly.
- 2. Employee Retirement Benefits
 - a. Several errors in the computation of employee retirement benefits paid were found.
 - b. Make sure plan documents and policies match up.
 - c. Make sure there is a plan for administering, per policy.
 - d. Make sure that as wages are increased the employee deferral amount is updated as well.
 - e. Now that we have a 3rd party involved in the payroll process that brings a safety net for this in the future.
- 3. Potential to alter information with Active software.
 - a. If things can be changed in Active someone outside of cash receipts needs to review voids, alterations or changes to fees.
- 4. Year-end financial closing process
- 5. Recording information in QuickBooks from Active
- 6. Expenditure monitoring
- 7. Fund accounting in Quickbooks
 - a. Debt Tax Accounting should not be a separate company. All 3 tax accounts should be in one company.
- 8. Vacation and sick leave accrual
 - a. Needs to be consistent with written policy.
 - b. Having a 3rd party involved in payroll will help with oversight.
- 9. This communication is intended solely for the information and use of management and the Board.
 - Trudy Haugen expressed that she is happy with the audit findings. Many of these things have been going on for a long time and the work that was done prior to audit through Courtney, as well as communication during the audit process, helped to bring the items to light allowing improvements to be possible.
 - The new policy manual is very important, as well as the financial policies that Courtney and Trudy have just started on. Next years audit findings will not be perfect either, but the following year will be much better once we have had a chance to institute all the changes.
- B. Bean Foundation Project: HR Manual Motion to Approve – Trudy Haugen, Office Manager
 - Over the past 4 months Courtney Snead, Consultant provided by the Bean Foundation, worked with staff, Special Districts Association of Oregon and HR Answers to develop this final document with the following changes:
 - The structure of the employee handbook has been made to be user friendly and presented in a clear and transparent manner.

- New policies have been added to reflect legislative changes that have occurred in the State of Oregon since the current policies were adopted in 2015.
- Clearly delineated procedures have been outlined to ensure that staff understand the expectations and responsibilities associated with employment at the MACRD.
- Of February 25th, 2020, the board held a work session where staff and Courtney Snead reviewed the substantive changes from the current 2015 adopted employee manual. The substantive changes included:
 - Employee time-off (vacation, sick leave and holidays)
 - New policies per legislative changes, including employee leaves of absence, anti-discrimination, anti-harassment, and anti-retaliation policy
 - Ethics, dispute resolution process, and health and safety policies.
 - All changes discussed at the board work session are noted in the proposal in red/underlined text.
- **Gregg Williams made a motion to approve the final Draft of the HR Manual. Seconded by Taylor Lark. Motion carried 5-0.**
- Trudy will start the process of distributing to staff and we will transition to it immediately as our new working document.
- C. Jefferson County Operations Loan: Motion to approve – Jim Weyermann, Executive Director
 - This request is the same as last year, the MACRD’s third year taking out a \$200,000 operations loan and the second with Jefferson County. It appears that we will need to draw on it at the same exact time as last year. Without the COVID-19 crisis we would have made it until late August without needing to bridge the gap. The loan will not be accessed until it is needed.
 - **Taylor Lark made a motion to accept the \$200,000 Operations Loan from Jefferson County. Seconded by Martti Rahi. Motion carried 5-0.**
- D. Schedule of Strategic Plan Work Session
 - A MACRD Board Work Session was scheduled by the group for Thursday, April 23rd at 6:30 p.m. Due to COVID-19 this will again be a zoom meeting. Trudy will get this set up. The goal is to review the plan updated with community input through public outreach, make any changes and approve at the next meeting so that the Budget Committee can use it in their process.

VII. FINANCIAL REPORT:

- A. MACRD Dashboard**
- B. Weekly/Monthly Earned Revenue Report**
- C. Financial Statements**

Jim Weyermann, Executive Director, asked if there were any questions regarding the previously prepared MACRD Dashboards, Earned Revenue Reports and the Financial Statements previously prepared for the cancelled March meeting. As a result of the MACRD COVID-19 closure on March 16th, the relevancy of these documents is hard to even comprehend. Every day the not knowing of when we can reopen, i.e. June, July or September, makes future planning very difficult. We are working in a fast-changing path of moment-by-moment, daily and weekly information to guide us.

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Respectfully Submitted, Trudy Haugen 5-4-20
Trudy Haugen Date
Office Manager

Jinnell Lewis 5/19/20
Jinnell Lewis, Board Chair Date