



AGENDA

Board of Directors Regular Meeting

Monday February 10, 2020 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, Director Lark

III. APPROVAL OF MINUTES

Board Meeting January 13, 2020

IV. ADJUSTMENTS TO THE AGENDA

Chairperson Lewis

V. AUDIENCE PARTICIPATION

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

VI. SPECIAL REPORTS TO THE BOARD

A. Bean Foundation Project:

a. HR Manual Report

➤ Reschedule Work Session – end of February/beginning of March

b. Strategic Plan Community Input

➤ Determine Board Member participation, Open House 2/18/20

c. Financial Management Projects

➤ Identify two board members and/or one board member and one budget committee member to function as a subcommittee

B. Holiday Policy clarification. (Conflicting policies currently in place, impact on part time staff.)

VII. FINANCIAL REVIEW

A. MACRD Dashboard

B. Earned Revenue Report

C. 401-K Plan replaces 457(b)

VIII. Unfinished Business

A. Adult Coverage at the Pool

B. Summer access to School Facilities

C. Bathroom Project

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IX. NEW BUSINESS

- A. Impact to 2019-2020 budget if we hold the remodel project until next year.
- B. Key Dates
- C. Fitness/Deck Equipment
- D. Homeschool Memberships

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.



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
Monday, February 10th, 2020, 6:30 p.m.

Staff Members Present:

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

Visitors:

None

I. CALL TO ORDER:

The regular meeting of the Board of Directors was called to order at 6:38 p.m. by Chair, Jinnell Lewis.

II. ROLL CALL:

Present; Jinnell Lewis, Chair; Greg Williams, Secretary; Martti Rahi, Director; Taylor Lark, Director (joined at 7:33). **Absent:** Lindsay Foster-Drago, Vice Chair

III. CONSENT CALENDAR:

Martti Rahi, Director, made a motion to approve January 13th, 2020, Regular Board Meeting Minutes. Seconded by Greg Williams, Secretary. Motion carried 3-0.

IV. ADJUSTMENTS TO THE AGENDA

Gregg Williams requested that we add Ron Hollingshead and the option to have a key to use the facility on the agenda. The group determined to add this under new business IX – E – Volunteer Coaches.

Jinnell Lewis, Chair, stated that there used to be an actual report that seems to have dropped off from the Executive Director that would usually contain things such as key dates. There are a few items under New Business that could be listed under Director's Report in the future, which could consist of these key highlights and dates. She would like to see us keep New Business agenda items as those that engage conversation, policy changes and things that we need to vote on.

Jinnell Lewis, Chair, requested that we add check signers to the agenda. It was determined to put it under Unfinished Business VII – D – Check Signer.

Gregg Williams, Secretary, moved to approve the agenda with the addition of IX - New Business – E – Volunteers, and VII - Unfinished Business – D - Check Signer. Seconded by Martti Rahi, Director. Motion carried 3-0.

V. AUDIENCE PARTICIPATION:

No audience present for participation.

VI. SPECIAL REPORTS TO THE BOARD

A. Bean Foundation Project: Courtney previously submitted her report as she is attending the 509J School Board Meeting tonight.

▪ **HR Manual Report**

1. Extensive feedback received from SDAO's HR Answers on our draft requiring additional discussions at the staff level before we present the final draft for board review. This was the reason for rescheduling of our previously scheduled work session.
2. The group determined to reschedule the work session for Tuesday, February 25th from 8 to 9 a.m.

▪ **Strategic Plan Community Input**

1. Previous sessions have been held
 - Community Leaders 1/23/20. Very well attended with terrific input received.
 - Open House in Culver 1/28/20. Low attendance but very robust conversations that resulted in a few programmatic opportunities.
2. There will be a public open house at the MAC on 2/18/20 at 6:00 p.m. for community members to review draft strategic goals and priorities. Board members are encouraged to attend.
3. Courtney will be organizing an input meeting for which all board meeting attendees in 2019 will be invited. This will be held at the MAC 2/27/20 at 6:00 p.m. Board members attendance is not advised for this exclusive group.
4. Courtney is working with staff to review draft goals and priorities based on the feedback which will be shared with Lindsay and Greg (as the strategic plan subcommittee) prior to the open house.
5. After all public input meetings/open houses final draft goals and priorities will be created and presented to the board in March.

▪ **Financial Management Projects**

1. New comprehensive financial management policy is being drafted.
 - Will be reviewed with staff in late February.
 - Goal of presenting to the board for review in April/May.
 - The new chart of accounts will be designed and will be used starting July 1.
2. **As requested, Taylor Lark, Board Director, and Melissa Irvine, Budget Committee Chair, was appointed to a financial subcommittee to provide some guidance through these projects.**

▪ **Holiday Policy Clarification**

1. Trudy Haugen reviewed with the group the policy history for holidays.
 - 2014 Policy manual lists New Year's Day, Thanksgiving Day and Christmas Day as a day off with pay for the full-time employee and the scheduled 30-hour per week part-time employee at pro-rated benefits. For other federally recognized holidays the Board of Directors would consider additional holidays.
 - 7/25/16 Board Meeting approved paid holidays to increase from 3 to 9, but they were not named.

2. The Proposed Policy for Paid Holiday Benefits was presented:
The District observes the following holidays each year, and our offices are officially closed on the following four days: New Year's Day, Thanksgiving Day, Independence Day and Christmas Day. Employees will receive a schedule each year showing the date each of these holidays will be observed. Any additional days observed as holidays, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.
In recognition of the nature of recreation services being open on most holidays, regular full-time employees are also entitled to five additional "floating holidays" of their choice, with prior approval from their supervisor.
Eligibility and Usage
Regular full-time employees are eligible for the paid holiday benefit. The floating holidays must be used within the fiscal year and will be forfeit as of June 30 if not utilized. On July 1, employees will be eligible to use their five floating holidays for the new fiscal year.
3. **Martti Rahi, Director, moved to accept the policy as drawn. Greg Williams, Secretary, seconded the motion. Motion carried 3-0.**
4. **Greg Williams, Secretary, made a motion to officially accept Thanksgiving, Christmas, Independence Day and New Year's Day as the Official Holidays for 2020. Seconded by Martti Rahi, Director. Motion carried 3-0.**
5. Discussion ensued about the MAC Bash sometimes being on the 4th of July. It was determined that if it is ever decided to be open on Independence Day the hourly employee would be paid at time and a half.

VII. FINANCIAL REPORT:

- A. **MACRD Dashboard** – Jim Weyermann, Executive Director
 - There were no questions on this summary.
- B. **Weekly/Monthly Earned Revenue Report** – Jim Weyermann, Executive Director
 - We are heading into the last 5 months projecting a net positive. We are showing very aggressive and good numbers. We are still on track. We are at 80% of total revenues 7 months in.
 - Greg Williams asked if these numbers reflect the batteries. Jim Weyermann responded that we have 2 of our 3 required quotes in. Greg also asked if Jim felt we were going to meet our budget. Jim expressed that if we hit our revenues we can meet our expenses. We budgeted \$631K for our tax levy's, received \$584K and the assessor has projected \$688K. We currently have about \$200,000 in the bank.
 - Jinnell Lewis asked if we have any upcoming grants. Of which Jim reported the 3 following options:
 1. Oregon Parks and Recreation
 - Jim is working on a collaborative grant with George Neilson, the city and county. We would need to move \$20,000 to the new project. If no one wants to participate we will write one on our own.

- Jinnell shared with the group that we had a previous volleyball/playground project grant that we got as far as the architectural drawings. We didn't get matching funds the next year, as this was our transition year without an Executive Director. Sharon, a previous grant writer, checked with Oregon Parks who said there is no deadline for the project. We just need to work towards an alternative project.
- The \$20,000 was used for architectural drawings.

2. City Grants

- There are many. There is the possibility of partnering with Little League.

3. St. Charles

- Jim stated that he simply needs to finish this one up for the signage.
- Greg Williams asked if any of these grants would go against revenues. Jim responded that St. Charles and the City will, but Oregon Parks and Recreation has the potential for better funding.
- Jim is also talking about options with George Neilson for a project that would provide operating money for revenue generating activities.

C. 401-K Plan Replaces 457(b)

- When the MAC joined forces with Mid Oregon Personnel they started working with AIG/Valic on the MAC's current 457(b) retirement plan. It was determined and reported just prior to the first payroll that Mid Oregon Personnel is not compatible with this plan as the employer of record.
- Mid Oregon Personnel has a multiple employer plan available to their clients. In following our current 457(b) plan the following plan requirements could be written into the plan documents:
 1. Age 21.
 2. 6 months of service to become eligible.
 3. After becoming eligible employees can enter the plan the first of the following month.
 4. 100% match of the 5% that an employee contributes to the plan.
 5. The vesting on the match is 100% after a graded 6 year period.
- Martti Rahi questioned how this is appropriate with the IRS regulations being that government entities are not allowed to do a 401-K.
- It was determined to get all parties together for a collaborative effort for a conclusive outcome. Trudy will contact our 457(b) AIG representative, John at Slavic (Mid Oregon's 401-K representative), both Monica and Spencer at SDAO as well as Sam at Mid Oregon Personnel. She will copy Jinnell Lewis, Chair, in all correspondence so she can follow as well.
- Gregg Markwardt stated that he is the only participant in the retirement plan currently. He wanted to remind everyone that he is currently not able to do his retirement deferral, and the employer contribution is not happening either. Jim Weyermann reiterated that a catch up is all that is necessary once all the details are worked out.
- Trudy stated that the retirement plan was a hot topic of discussion during the audit. Areas discovered were:

1. There was not a mechanism for onboarding all employees. Even some full-time employees were never included.
 2. The vesting schedule was not part of the plan documents with AIG/Valic.
 3. Policy contradicted when an employee could start on the plan, versus the plan documents.
 4. The 5% match was not always increased with wage increases.
- The goal is to have all of this worked out for enrollment by March 1st.

VIII. UNFINISHED BUSINESS:

A. Adult Coverage at the Pool – Jim Weyerman, Executive Director

- With shifting Payton to aquatics she will be working weekends with 2 days off during the week.
- This is a short-term solution with eventually having an on-call rotation for all managers. It isn't possible right now because staff is currently working 6+ days per week. Jinnell Lewis asked if this is a sustainable model for staff? Jim stated that we just don't have the option right now. It is just a super busy time and we cannot let up now.
- Jim reported that at our last meeting we got feedback regarding the need for constant lap swim lanes during rec swim. The very next day he got the opposite feedback from a patron that we shouldn't call a session a rec swim if the lanes are blocking the swing and diving board. Discussion ensued about this issue and the things competing for pool time. The Swim Team often unilaterally changes their swim time. 509-J and regular swim lessons are also happening during this time. The only constant is accessibility to the slide and the lazy river.

B. Summer Access to School Facilities

- A facility-use policy just passed that may affect the MAC. Taylor Lark, Director, asked what the situation is with COBO Basketball. It was reported that COBO was added as a school event, taking priority over the first-come-first-serve request. Gregg Markwardt states that he has a good working relationship with the district and that his requests, done way in advance, are always met. Gregg has ongoing communications with Jaron Say about COBO. The coaches are asking for more practice and gym time.
- Our last MOU was done in 2014 and needs updated. This MOU does not include our gym time. A renewal was worked on by Gregg and an interim Executive Director a few years ago, and it was not successful. Jim stated that we may need to consider requesting 20 paid slots for the After School Program. Trudy stated that the auditors did question the \$37,500 listed in the MOU. Jinnell stated that that price was decreased quite some time ago. Trudy requested that if a new MOU agreement is not reached this year that we put some sort of historical cover letter with the MOU. Otherwise, it looks like \$7,500 is unallocated when matched with the document.
- Jim Weyermann added that 75% of the surveys returned are stating they would take part in 3 on 3 tournaments. They have voted to close the school for the summer for maintenance. He will be meeting with them to see what can be worked out.
- Jinnell Lewis asked if we have recovered from the previous open gym situation. Gregg Markwardt reported that he is selective on the gyms he now uses. For

instance, he stays away from Westside because they do not have gates to keep people where they should be. He is scheduling more at Madras Primary and JCMS. The relationship is strong.

C. Bathroom Project

- Jinnell Lewis, Chair, reported that the Larry, Jeff, herself, Marty, Jim and Trudy met this past Friday morning.
- Jinnell was able to successfully add to Larry's contract submittal review as well as providing specifications. This will not change his charges.
- Jeff will contact different contractors.
- Marty did the scoping of all the walls, so Larry will not have to do this.
- Jinnell is requesting that the project be bid broader so the repair can be done correctly the first time and not just patched. This will allow us to know how much money we need to find.
- The IGS that Jim was given permission to write this past meeting has been sent to Jeff. It is awaiting City approval.

D. Check Signing

- Taylor has had to cancel with Jim the past week. He plans to get to the bank this week, possibly even tomorrow. Jinnell reported that she wanted to go over the first batch of checks with him.

IX. NEW BUSINESS

A. Impact to 2019-2020 budget if we hold the remodel project until next year – Jim Weyermann

- The reality is that this project will not be moving forward in the next 4 months and will happen in the next fiscal year. We budgeted \$50,000 for the \$250,000 loan from Jefferson County that we have not needed to take out yet. We can reallocate that \$50,000 or use it on our bottom line. It is currently housed in unallocated contractual services. It was discussed that it could be used for the extra facility maintenance costs that we will end up being over budget for. Greg Williams suggests that we just save it.

B. Key Dates – Jim Weyermann

- Jim presented a handout outlining upcoming key dates.

C. Fitness/Deck Equipment – Jim Weyermann

- Jim knows that this is an ongoing request and food-for-thought from him. The community input is also coming in with these as the top two priorities.

D. Homeschool Memberships

- The message came out loud and clear at the Culver Open House that this group would like some sort of accommodations between noon and 3. It was asked if we know what the possible participant numbers would look like? Jim stated that he has a meeting with the head of this group scheduled. It is reported that there is a large homeschool population in Culver and Crooked River Ranch who are currently traveling to Redmond for their services. Marti Rahi, Director, directed Jim that, as in all projects, if it could create revenue then go for it but if the income potential is not there to move forward with caution.
- Marti Rahi reminded Jim that program ideas do not require approval from the board. The job of the board is anything that is policy making, not operational.

E. Volunteers

- Jinnell Lewis reported that one of the things that was discussed with Spencer at our last SDAO work session was the fact that all volunteers need to be onboarded just as if they were an employee. We do need to go through this process with all volunteers.
- It has been requested that we give a door key to Ron Hollingshead.
 1. Discussion ensued on how this would allow his team to not have to compete for pool space with Rec Swim.
 2. Gregg Markwardt, Director of Recreation & Aquatics, reported that other pools have somehow done these types of arrangements in the past, but it requires them to take over liability and responsibility.
 3. Eric Bostard, Aquatic's Manager, reported that a certified instructor is not the same as a certified lifeguard.
 4. Trudy Haugen, Office Manager, questioned how this could be possible when pool requirements is to have 2 lifeguards on duty to respond to emergencies, even at times when the pool is being used when it is not open to the public. Eric Bostard added that the second person is required because it is not possible for one person to get an injured person out of the pool alone using a board and all rescue trainings being 2-person required.
 5. Eric Bostard stated that one option is to offer a lifeguard during these times.
 6. Jim stated that this would be for the Gold Team only, which is 6 to 8 swimmers. He also let the board know that he has met with the active Swim Team parents and is working with them to present a proposal to the board for their needs of a swim coach. He will meet with Ron to find out more information and will work through the liability issues. He will also discuss the employee onboarding as well as being reimbursed for his expenses.
 7. Gregg Markwardt stated that if he had known that swim team was using the facility in the past years while we were closed that he would not have allowed it, even with it being a previous on-staff employee.

X. WRITTEN COMMUNICATION

None.

XI. REMARKS FROM THE DIRECTOR

- A. **Recreation Report** – Gregg Markwardt, Director of Recreation & Aquatics, previously submitted his report with the Board Packet.
 - Volleyball and basketball are currently in full swing and, with the help from Jim, he is covering 7 days a week with youth basketball on Saturday and Adult Basketball on Sunday. He also has evening practices during the week. You will see his day schedule being adjusted during this busy season.
 - Flag Football is currently open for registration.
 - There were no questions for Gregg.
- B. **Aquatics Report** – Eric Bostard, Director of Aquatics, previously submitted his report.
 - The board asked questions about the kayak roll session held this past Sunday. Eric reported that there were 3 people in attendance with a few cancellations

within their group. They made a nice FB post and enjoyed themselves. It was a self-instructional session.

- It was noted by Jim that runs are not scheduled on the calendar. They have not been money makers in the past and there are many other organizations now putting on runs. At the present time we do not have the staff resources. The board requested that communication happen with the Madras Runners and others to see if they want to partner with us. Gregg Markwardt reiterated that he has put a model together where the MAC can do the administrative portion of the events, charging a 20% fee to cover our expenses. Martti Rahi, Director, stated that the MAC should always be the hub for these runs with a location to start, finish and provide support. Not everyone is swimmers and we need to remember that as we balance service offerings for our members.

1. Gregg Markwardt reported that the MAC used to organize the following in their race series:

- Turkey Trot
- Pumpkin Haul
- Cinco De Mayo
- Mud Slinger
- Canyon Crawl

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

- Trudy stated that her reports will start being a bit longer to keep everyone up-to-date with all-inclusive projects while moving forward towards fiduciary responsibility and organization, along with other pivotal responsibilities in her work area. One big change she has made recently is Tracy is now doing the bank depositing. It is very important that the position doing the QB entries and reconciling is not involved in the daily depositing. There are many other important Active projects going on to clean quite a few things up. After 7 months she has the strong need to start moving forward with these projects in cooperation with the work the consultant is doing. She will work in coordination with Courtney on those projects, touching in and sending things her way for knowledge, insight and approval.
- The board had no questions.

XII. **REMARKS FROM THE CHAIR**

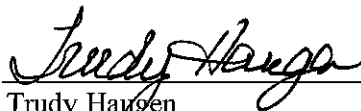
Jinnell Lewis, Chair, had the following requests:

- That the Board schedule the next Regular Board Meeting for when Courtney will be able to attend, as the 2nd Monday conflicts with the 509-J School Board Meetings. The next meeting was moved to the 3rd Monday of the month, **March 16th, at 6:30 p.m.** Trudy and Jim both reiterated that moving our meetings later in the month allows more time for reconciling and closing our books correctly.
- Since our storage unit is costing us over \$100 a month, she inquired where we are at with purchasing a storage building? Jim replied that he was not aware that he had approval to move forward with this since it was not in our budget, but now that he knows he will get on it. Jim stated that he thought we could get one for \$600 to \$700. Gregg Markwardt added that there are a lot of recreation items in storage currently and that it is very organized. We will need at least a 100 square foot shed, which will fall way outside the projected purchase amount. Jim will explore options.

- The Kelly Imaging contract needs looked at because we are paying a lot per copy. Trudy will investigate and report back to Jim.
- The previous work session with Spencer from SDAO was very informational. More importantly, staff was able to ask lots of questions. She appreciated them taking time to be there. It was a very good session.
- Jinnell also informed the group about the upcoming budget process. It is required that we have the same number of budget committee members as we do board members, 5. Trudy asked about the term limits as some members have been inquiring. Jinnell stated that this information was pulled last year so she will reference it and get back to us. Jim should report at the March meeting budget committee information.
- Greg Williams also informed the group that the MAC bus is in the process of being sold for \$5,000. They are currently on the hunt for the title. Jinnell will check with a few people to find out if they might know of the location of the title.

XIII. **ADJOURNMENT:**

The meeting was adjourned by Chair, Jinnell Lewis, at 8:40 p.m. The next Board Work Session will be **Tuesday, February 25th at 8:00 a.m.** The next regular Board Meeting will be **Monday, March 16th at 6:30 p.m.**

Respectfully Submitted,  2-13-20
 Trudy Haugen Date
 Office Manager

 3/10/20
 Jinnell Lewis, Board Chair Date