

**Minutes: Molalla Aquatic District Work Session, Aug. 1, 2017, Approved Aug. 8, 2017  
Molalla Aquatic Center, Molalla, Oregon (Action Items underlined)**

**1) Call to Order, Roll Call and Adjustments to Agenda**

Vice-President Neal Lucht called the meeting to order at 6:37 p.m. Board members present: Claire Ferlan, Teresa Steinbock, Marilyn Bloch. President Paula Beck came in a few minutes later. Community members: Melissa Georgesen, high school swim coach and daughter. No adjustments to Agenda.

**2) Oral Requests and Communications from Audience/Staff:** made during 4.5, 4.7

**3) Consent Calendar/Approval of Minutes**

3.1 Minutes: note. Claire clarified her comment on July 25, 2017 minutes, 3.3.B. "We need to keep in mind the goal of a beneficial agreement for both MAD and MRSD."

**3.2 Resolutions**

**Personnel Policies and Procedures**

Discussion: Marilyn gave a report on Non-discrimination of Job Applicants with Criminal Records. Betsy Summers, Information Services, Multnomah County Library pointed us toward the Equal Employment Opportunity Commission, which has guidelines firmly in place for businesses and governmental bodies to address how they have to approach asking about and hiring people with criminal records. Neal: re: Art. 4, Drug and Alcohol Policy—state law has changed since legalization of cannabis. He will present the new law next meeting. Paula: we'll need a personnel policy for volunteers, too. Teresa: employee handbook? Neal: this could be it.

If you don't give the policy to new employees and substantiate that you have, none of the policy is enforceable. p. 7 Communication requirement of education about the dangers of drug and alcohol use for employees? Should that be taken out? Ask our attorney. p. 9 correction: "Post Office Background Checks" should be "Post Offer". Claire: p. 10, "Report to work on time and perform duties as assigned." doesn't include to "work the whole shift". Paula: add: "Fill the entire complete scheduled shift as assigned." Neal: Art. 9, p. 11, Overtime for exempt employees: needs to be corrected. Compensatory time off for exempt employees cannot be described in terms of hours, or they become non-exempt. Art. 12, Pay Policy, p. 12: unusual to have monthly pay periods for non-exempt employees. Art.16, Benefits, 5.Family and Medical Leave, p. 18. Family Medical Leave Policy is under a new state law. This section needs to be updated. Medical Leave is so all-encompassing that it's best to just add a week of time-off per year for employees.

**Mission and Vision Statements:** Neal will bring a revised version next week.

**4) Old Business**

4.1, 4.3, and 4.6 Special District Association of Oregon membership application: Paula forwarded us information on SDAO and SDIS (Special District Insurance Services) Training has been scheduled at SDAO in late August, time . Cost at SDAO is cheaper: \$75/person with lunch= \$375 vs. from attorney: \$220/hour x 4 hours= \$880. Claire: if we each pay \$100 into our account, (i.e., front the \$ until November) to be opened soon, we'll have enough to open the account *and* pay for the training. All agreed. Marilyn will open the account, contingent on verification of non-profit status.

We agreed to engage Columbia Bank as our banker.

4.2 BIN application: in progress. Paula and Neal. We need to register with the Secretary of State and the Department of Justice, based on our non-profit status. It's unclear how we establish that. Paula is researching this. Neal: we are probably required to pay Tri-Met and Molalla Transportation District taxes.

4.4 Negotiating Team: Claire and Teresa--Claire isn't available until 8/8, so, since the November opening target date is fast approaching, President Paula will substitute for her at the first bi-lateral session, probably this week. Discussion: Neal—do we want to own the pool or let it stay in MRSD's ownership? If we owned it, we may have more access to available grants. Also MRSD could take away the pool if faced with a catastrophic situation and it needed the money. We could agree to divide maintenance responsibilities between the outside and inside of the building. Paula—we could form a lease for a reasonable period of time to build up a contingency fund, but leave an option to transfer ownership, when that point is reached.

Claire had to leave at 8:10.

4.5 Action Plan: Marilyn. Discussion: Neal—Budget and Request for Funds needs to be Sub-Goal 1. Melissa—The pool budget needs in the past have remained pretty constant month to month. She gave a summary of lifeguard staff levels during her previous tenure. She would send a lifeguard home when user numbers declined to a given level. Are uniforms for lifeguards desirable and justifiable in expense? Neal will bring a budget and request for funds to the Aug. 8 meeting.

Marilyn—It seems prudent to have an inspection done now, as the one MRSD had done was last year. We could get a copy of the previous inspection done by Anderson Pools from Tony Tiano or Lauree Nelzen of MRSD Maintenance. Marilyn—it would be useful to know the itemized expenditures MRSD has made on the pool since taking it over. She will request this from Rick via a PIR.

4.7 Patron survey: Teresa-- Age, Frequency of Use, Programs Desired, Times, Days, # Children, # Swimmers in Family, Private Pool Use, What one thing did you like best about the pool when it was open? If you could change one thing about the operation of the pool, what would it be? Melissa added some of these items.

4.8 Job Qualifications for Aquatic District Manager: Teresa--presented a model Job Description, synthesized from 9-10 aquatic districts, but mainly from an actual Astoria job opening. We need to act on this document soon.

**5) New Business:** none, **6) Written Communications:** none.

**7) Remarks from Directors:**

Marilyn—she'll keep a running tab of copies made to be reimbursed.

**8) Messages from the President:** none

**9) Next Meetings**

August 8—Board Work Session, 6:30 p.m.

August 15—Board Work Session, 6:30 p.m.

August 22—Board Regular Meeting, 7:00 p.m.

**10) Adjournment:** Marilyn moved, Teresa seconded, passed at 9 p.m.

Submitted, Marilyn Bloch, Board Secretary

*Marilyn Bloch*