

MINUTES

1. Call to Order: Paula Beck called the meeting to order at 7:07 pm.

1.1 Roll Call:

Board of Directors (BOD):

Paula Beck, Board Vice-President Chair (PB)
Marilyn Bloch, Board Secretary (MB)
Claire Ferlan, Board Treasurer (CF)
Teresa Steinbock, Board Member (TS)

Staff:

Melissa Georgesen, Aquatic Director (MG)
Jenniffer Swink, Recording Secretary (JS)

Absent:

Neal Lucht, Board President Chair (NL)

1.2 Adjustments to the agenda: Moved 7.1 Board Tasks to 7.5 the end of Committee Reports and Updates

2. Consent Agenda – Agenda Action Items:

2.1 MB requested all the Board tasks be listed in the Minutes as it was in previous Minutes under a section called President's Remarks. There was discussion about the edits made to the agenda and whether to keep the Board tasks listed in the Minutes or as a separate document. MB also requested that all materials supplied at Board meetings have a footnote with a date presented. TS inquired about the current format of the Agenda. PB said the Policy Committee needs to approve the new Agenda format or set a precedent stating which Agenda format the Board should use moving forward. MB moved to approve the July 24, 2018 Provisional Minutes as amended. CF seconded. Motion carried unanimously.

2.2 TS noted that she had given NL dates she was available prior to the August 14, 2018 Board meeting via email. She further noted she is not available in November, but would be available October 30, 2018. The Board acknowledged NL stated he had received TS's email with dates of availability; however, NL did not discuss the dates during the Board meeting and that is why they are not reflected in the Board Minutes. CF moved to approve the August 14, 2018 Provisional Minutes. TS seconded. Motion carried unanimously.

3. Public Comments:

3.1 There were none.

4. Community Partner of the Month:

4.1 MG stated "efforts were made to contact McFarlane's Bark". MAD is very pleased to recognize McFarlane's Bark as the Community Partner of the Month. PB will sign the certificate and MG will send the certificate in the mail to McFarlane's Bark.

5. Old Business:

5.1 Board Retreat: PB confirmed with the Board that October 30, 2018 works for the Board Retreat. The primary location is Molalla Communication Company's (MCC) conference room. MG will talk with MCC to see if the space is available.

PB received an email from MCC today requesting final authorized signature from MAD and signature from the landlord (Molalla River School District (MRSD)) for the outdoor digital sign that MCC is donating to MAD. MCC included in the email a copy of the schematics, which the Board had previously seen and approved both the sign and design. The sign is a double V faced illuminated pylon measuring at 5.5' high by

8' wide and stands at about 18' high by 14' wide. The agreement includes software, which is listed as Ignite OP. Molalla Aquatic Center (MAC) will control the messages and designs on the sign. PB forwarded the email to MG. PB also gave an update on the status of the sign, "the County approved the permit for the sign and now MCC is waiting for the electrical permit". There was Board consensus to approve the MCC sign design. PB will speak with Steve at MCC to confirm where on the document MAD needs to sign. She will then sign the final authorization, which will then be given to MRSD for their signature.

- 5.2 Draft of Fall Schedule: MG shared that the spring and fall pool schedules are similar. She further explained MAC had more staffing available in the summer, so the pool is able to offer more times and services. She explained the fall schedule includes the pool closing the middle of the day because 1. Staffing; 2. Not a peak time of the day; and 3. Saves the pool money. There are some added new water fitness classes like Aqua Stretch which is designed for one to two people at a time specifically for those with disabilities or in need of rehab from an injury. Oregon City Swim Team (OCST) will rent MAC pool lanes from September 24, 2018 through October 30, 2018 during the evening hours. OCST's pool will be closed during that time for maintenance, which could extend beyond the October 30th date. This fall schedule may displace a few evening lap swimmers. Our idea is not to turn anyone away and will try to accommodate. TS said OCST has 80 to 100 kids on their swim team with another 60 on a waiting list. MG would like to try and keep around six swimmers to a lane. Her focus is on the kids, their safety and helping them to grow up to be competent swimmers and lifeguards. MAC has referred families that have inquired about a fall swim team to Matthew Crum, the coach at OCST. Our summer swim league, which was a partnership with OCST, had about 30 swimmers and finished with a mock swim meet in Oregon City. MG has been in touch with a home school group about daytime swim lessons on Mondays and Wednesdays with an open swim on Fridays. The community group lessons will be in the afternoons on Tuesdays and Thursdays, as well as, Saturday lessons. The pool is trying something new this fall, a late night Saturday open swim. JS emailed a survey question and MG took a poll on Facebook about people using the pool Saturday nights. There will still be time set aside for facility rentals from 5:00 pm to 7:00 pm on Saturdays. The teen swim this summer didn't work because the pool has no other amenities, like a slide or rock wall that would draw young people.

6. New Business:

- 6.1 Presentation by Molalla Cutting Edge Fitness will need to be rescheduled.
- 6.2 Separate checking account with debit card adding MG as signer. PB spoke with Linda at the Columbia Bank about MAD opening a separate checking account with a debit card and adding MG as a signer. JS explained the separate checking account would be kept at a minimum balance for office supply purchases, recurring charges like the web hosting and urgent needs. The bank gave CF a choice of a debit or credit card; of which, she chose the debit card per the Board's previous discussion. PB filled out paperwork at the bank. There was Board consensus for opening a separate limited balance account with a debit card at Columbia Bank with Melissa Georgesen as signer to make incidental purchases and web hosting charges. MG needs to take the Board Minutes and ID to Linda at the Columbia Bank to complete the application process.

7. Committee Reports and Updates

- 7.1 Board Tasks: CF appreciates the Board Task document. PB asked JS to email it the Friday following the Board Meeting as well as with the Board Packet, which is emailed the Friday prior to the Board Meetings. TS doesn't mind the Board Tasks on the Agenda, but recommended moving it to 7.5 on the Agenda. The Board agreed. PB briefly went over the tasks and pointed out items that had been completed and could be removed.
- 7.2 Treasurer's Report: The Treasurer's Report was included in the Board Packet that was emailed prior to the Board Meeting. MG pointed out that payroll was due that Friday and she would let CF know the dollar amount. CF will check balance after finishing paying bills that evening of the Board meeting.

CF gave her Treasurer's Report:

LGIP General Funds:
\$294,709.02 Balance Summary

Columbia State Bank, dated 27-Aug-2018:

\$ 15,578.63 Balance to-date

7.3 Financial Committee Report: Tabled for next Board meeting.

7.4 Policy Committee Report: PB said the Policy Committee has met and reviewed various ways to store MAD documents. MAD needs to research which documents need to be kept in hardcopy, like the Minutes and Policies. The committee will have another meeting on Thursday. This meeting's first focus will be on personnel files.

7.5 Operations Management Report: MG pointed out the attendance graphs have been changed from pie to bar per the Board's request. MB likes seeing the other activities. MB showed an example of the numbers and how she would like to see them tracked from month to month. TS suggested waiting for tracking when the Max Galaxy software is up and running. MG will not be posting past attendance in Max Galaxy. MB said if MG would get her the attendance figures then she will figure out the graphs. MG said the front desk logs attendance very day and she would have them spend time pulling those numbers and will send them to MB.

MAC is applying for a grant for security through the Special Districts Insurance Services (SDIS). The matching grant is up to \$5,000. It cannot be used for payroll, operations or maintenance. MG plans to use the grant funds toward two to three security cameras outside and outside lighting. MG had Cherry City Electrical out working on the outside bollard lights. The hardware is broken on many of the lights and they are unable to get replacement parts because the lights are outdated and parts are no longer available. MG received a quote of \$10,000 to replace all bollard lights. The application for the grant is due in November 2018 and MG expects to know if MAC will receive the grant by the end of the calendar year.

There is a crack in the acid tank; MG is having North Star come out to make the repairs. There is tile on the pool deck that needs to be replaced. MG is working with Oregon Energy Trust on the HVAC. MAC is waiting for a quote to replace the natatorium light bar. The main circulation pump for the pool is VFD ready. MG also received an \$8,000 quote to finish painting the inside of the facility that includes everything except the pool area, which was painted prior to the pool opening in April 2018. The quote includes using the special pool paint. MG will forward the quote for the next Board meeting.

MAC has been approved by Silver & Fit today. They had lost our paperwork and apologized. MG resubmitted the paperwork today. MAC signs-up the individual and logs their usage. Seniors have unlimited swimming, but Silver & Fit only pays for 10 visits. CF believes that having Optum and Silver & Fit is a good promotion for those who are paying taxes. MG said from a customer service point it benefits social time for seniors, gets people using the pool and allows them to bring their grandchildren to the pool, which later causes a ripple effect. Those families may want swimming lessons or family passes, etc. On the fall schedule senior swim is now adult swim, which is designated time to keep kids out of the pool. Silver & Fit does not retro activate membership. Max Galaxy will not be able to track usage. It will take time for the front desk to register, track and report the attendance. MAC is still waiting on Silver Sneakers.

MG handed out a sheet with comments that were left in the book at the front desk. Overall the pool is doing really well.

8. Upcoming meetings

8.1 PB reiterated next month's dates September 11, 2018 and September 25, 2018 Molalla Aquatic District Board Meeting at 7:00 pm.

9. For the good of the District – CF noted Silver & Fit is for the good of the district.

10. Adjournment - MB moved to adjourn the Board Meeting at 8:28 pm. CF seconded. Motion carried unanimously.

RESPECTFULLY SUBMITTED:



Jennifer Swink
Recording Secretary



Marilyn Bloch
Board Secretary