

**Minutes: 8/29/17 Molalla Aquatic District Board Work Session, 6:30 p.m.,
Approved 9/5/17
Molalla Aquatic Center, Molalla, Oregon (action items underlined)**

1) Call to Order, Roll Call, and Adjustment to Agenda

1.1 President Paula Beck call the meeting to order at 6:30 p.m. Present were: Claire Ferlan, Teresa Steinbock, Neal Lucht and Marilyn Bloch. Community member present: Melissa Georgesen

1.2 Adjustments to Agenda: Add the Public Survey report to Old Business. Change Budget sub-committee members to Lucht and Bloch.

2) Public Comment: given during Mission and Vision Statement section.

3) Consent Calendar/ Approval of Minutes

3.1 Approval of Minutes of previous Work Session postponed.

4) Old Business

4.1 Action Plan—Bloch. Bloch included a Revised Target Date column to the Action Plan and led a discussion of Revised Target Dates for Sub-Goal 1.1: Negotiate lease with MRSD. There is still a district boundary and MRSD boundary question, but state has assured Mr. Gill that funds levied by MAD will not be delayed. Discussion of target opening date. (Loan not needed if target date is Dec. 15, 2017, since funds will arrive about Nov. 15. Sub-Goal 1.1.H: "Refine", not "Revise" intergovernmental agreement [IGA] draft, for purposes of discussion, and since may need "revision" after negotiations.)

4.2 Bank Account—Bloch. An fee-free bank account has been opened at Columbia Bank with funds loaned from Ferlan, Steinbock, Beck, and Bloch. Suggestion to keep bank account and credit card account separate. \$150 to open a credit card account at Columbia Bank, \$40/month to rent a processing machine, about 2.75% + \$.15/transaction fees, e.g. \$1000 in transactions per month would cost about \$70. If Square type device on I-Pad type device: \$60 + average \$15-\$17/month cost.

4.3 Survey—Steinbock. Survey will be made available to the public on madpool.com website. Steinbock will alert Molalla Pioneer to survey and point to website. Suggestion to put in the lease— (-draft intergovernmental agreement) for MRSD (to agree) to send the survey home with fall school materials.

5) New Business: none

6) Committee Reports

6.1 Mission and Vision Statements: Steinbock and Ferlan. Draft statements follow:

MAD Mission: To operate the Molalla Aquatic Center year round, at the highest level of excellence, with a commitment to provide affordable and accessible recreational, fitness, competition, and educational services for people of all ages, abilities, and cultures.

MAD Vision: To provide aquatic services in a friendly and professional manner, ensuring that individuals have a positive experience at the Molalla Aquatic Center, that all district residents believe the District uses its revenue wisely and efficiently, and that the community is strengthened by having a gathering place for recreation, to improve health, increase safety, practice sports values, and be a source of pride.

Comments: Vision Statement too lengthy, should reflect what MAD wants employees to exemplify or would that be a different statement. Use "success" words. Georgesen: a short statement of Vision—recreation, health, safety. Lucht: motion to publish the MAD Mission Statement, second by Bloch. Discussion, Approved. 5-0.

(Vision Statement will be further reviewed).

6.2 Month-by-Month Budget: Lucht. He met with MRSD's Gill, who said: 85% of taxes will come in Nov., about \$40,000 in Mar. Jun., Jul., Aug. delinquent taxes will be added to previous year's budget. Comments on draft budget--User fees should be back up to the last full year of operation by June. Grants and awards: possibly FOMP? Salary listed on levy may not be competitive, raised to \$72,000. Put lifeguards at minimum wage. Instructors listed under Contract Labor at about \$2500/month. Need an estimate on replacing tiles in showers. Contingency: \$70,000. Usually about 10%. Public looks closely at contingency percentage. Phone and internet: Georgesen—The pool had 4 lines: 3 phone lines and a fax. Credit card and concession fees: 3%. (Audit required next year--\$15,000.) Meet with MCC about cost. Raised Advertising and Promotion (Printing, Publication, Postage) to \$8,400. A "big postcard" mailing is \$2500. Supplies (Restroom, towels, concession supplies, etc.) \$7200. Health insurance: \$400/month. Comment: too low. Common waiting period is: 3-12 months. Employee may prefer higher salary with less health insurance and retirement. Health Savings Account and an IRA could partly substitute. Recommends Mitch Mogenheimer to consult for insurance, serves many businesses in Molalla, past President of Rotary. We need an investment advisor and money manager. Paula will invite Mr. Cutter of Special District Investment Services to consult. (Underline added)

7) Written Communications, 8) Directors' Remarks, 9) President's Remarks: none.

10) Upcoming Meetings

9/5/17—Work Session Meeting 6:30 p.m.

9/12/17—Work Session Meeting 6:30 p.m.

11) Adjournment: Claire moved, Neal seconded, to adjourn. All in favor at 8:56 p.m.

Executive Session:

President Beck convened the executive session at 8:57 p.m. All board members were present.

The pending intergovernmental agreement with MRSD was discussed. (The Board subsequently learned that this was not a legal subject for an executive session; however, no action was taken by the board at that time.) President Beck adjourned the executive session at 10 p.m.

Submitted, Marilyn Boch, Board Secretary

Marilyn Bloch
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Action Plan, Revision 1: Molalla Aquatic District Board,

8/29/2017

Overall Goal: Operate Molalla Aquatic District pool in an efficient manner which is responsible to the community.

Goal 1: Open Molalla Pool to the public:
date: 11/15/2017

Target

Sub-Goal 1.1: Negotiate lease with MRSD
9/7/2017

Target date:

	Items to be done	Target Date	Revised Date	Completed	Board Member(s)
1.1.A	Negotiating teams meet	8/4/2017		8/4/2017	
1.1.B	Month-by-Month budget completed	8/24/2017			
1.1.C	Approve amount of funds to request from MRSD	8/29/2017			
1.1.D	Approve lease draft: MAD	8/29/2017			
1.1.E	Receive review by attorney	9/1//2017			
1.1.F	Approve attorney changes: MAD	9/5/2017			
1.1.G	Team presents lease draft	9/7/2017			
1.1.H	Approve Lease joint team revisions, MAD	9/12/2017			
1.1.I	Approve lease agreement: MRSD	9/14/2017			

Sub-Goal 1.2 Hire Aquatic Director
10/12/2017

Target date:

	Items to be done	Target Date	Revised Date	Completed	Board Member(s)
1.1.A.	Approve Job Requirements	8/8/2017		8/15/2017	
1.1 B.	Advertise Job	9/15/2017			
1.1.C.	Select candidates	9/22/2017			
1.1.D.	Interview candidates	9/29/2017			
1.1.E.	Select Aquatic Director	10/5/2017			
1.1.F.	Background check; hire director	10/12/2017			

Sub-Goal 1.3: Approve needed policies & documents

Target date:

9/22/2017

Items to be done	Target Date	Revised Date	Completed	Board Member(s)
1.3.A Personnel Policies and Procedures	9/22/2017			
1.3.B Mission and Vision Statements	8/29/2017			
1.3.C Get a BIN	8/22/2017			
1.3.D. Other necessary policies	9/22/2017			

Sub-Goal 1.4: Complete Contracting Tasks:
10/15/2017

Target Date:

Items to be done	Target Date	Revised Date	Completed	Board Member(s)
1.4.A Liability Insurance for Board, District	10/15/2017			
1.4.B Accountant hired	10/15/2017			
1.4.C Utilities Started	10/15/2017			
1.4.D Phone, internet, security	10/15/2017			
1.4.E Maintenance contractors hired	10/15/2017			
1.4.F Inspection of Pool	9/15/2017			
1.4.G Open Bank account	8/23/2017			

Sub-Goal 1.5: Employee requirements:
10/15/2017

Target Date:

Items to be done	Target Date	Revised Date	Completed	Board Member(s)
1.5.A Payroll contractor hired	10/15/2017			
1.5.B Benefits package	10/15/2017			

Sub-Goal 1.6: Marketing & Survey
10/15-11/1/2017

Target Date:

Items to be done	Target Date	Revised Date	Completed	Board Member(s)
1.6.A Survey				
1.6.B Signage	10/15/2017			
1.6.C Letterhead	11/1/2017			
1.6.D Mailings				