

**MINUTES**

**1. Call to Order:** Paula Beck called the online Board Meeting via Google Meet to order at 7:08 pm.

**1.1 Roll Call:**

**Board of Directors (BOD):**

Paula Beck, Board President Chair (PB)  
Rick Gano, Board Vice-President Chair (RG)  
Claire Ferlan, Board Secretary (CF) via speaker phone  
Teresa Steinbock, Board Treasurer (TS)  
Neal Lucht, Board Member (NL)

**Staff:**

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

**2. Consent Agenda**

**2.1 Approval of the Minutes:** The Board Minutes were included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. CF moved to approval of the October 27, 2020 Board Minutes as presented. NL seconded. Motion carried, unanimously, 5-0.

**2.2 Approval of the Minutes:** The Board Minutes were included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. NL moved to approval of the November 17, 2020 Board Minutes as presented. RG seconded. Motion carried, unanimously, 5-0.

**3. Public Comments:**

**3.1 None**

**4. New Business**

**4.1 Pool Blanket and UV Bids:** JS screen shared the Request for Proposal (RFP), which was included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. PB asked if MG has received a bid from the same folks from earlier this year. Yes, MG did hear from SR Smith in Canby. She added, since we spoke last SR Smith acquired a pool cover company in California. Then COVID hit. During that time MG had Oregon Energy Trust come out for an energy case study. MG has posted the RFP on the Oregon Recreation & Park Association's (ORPA) website and MAC's website. She has not received any quotes, yet. SR Smith has asked for a second sight visit to look at the deck space. MG believes they want to see where MAC will be able to store the pool cover before they give a quote. MG reminded the BOD because the low cost of this project we are not required to get three quotes.

MG is working on a second RFP for UV and retrofitting quotes. Again this is not a high cost and does not require three bids; however, MG is trying to get the three bids from qualified contractors so the BOD can make the most informed decision. MG plans to have this RFP posted the first of January. It may be February before we have quotes to share with the BOD.

**5. Committee Reports and Updates**

**5.1 Financial Report:** JS screen shared the Financial Report, which was included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. MG asked if the BOD has any questions. With no questions, MG went through the report. She pointed out its tax time and MAC has been receiving taxes, which comes in waves. She says it's tracking pretty decent.



JS, MG and Debbie (DR), the bookkeeper, have been working together since this summer to streamline the income reporting so it has specific details for admission fees. You can see on the report we receive funds via online and our cash box. PB wondered if patrons have been asking for refunds. MG said JS has been communicating with our patrons letting them know if they need a refund to contact us. Otherwise, the three month pass holders are holding onto their pool passes trusting we will adjust their expiration date once we re-open. The concession sales listed on the financial report are just staff. The swim team fees are still outstanding. MG will create an invoice to send to the swim team. MAC received and deposited the COVID grant in the amount of \$20,000. MG is turning in another grant request. MG pointed out the wages are more costly than the funds coming in for services due to COVID and the limited services available. DR and MG can work the numbers with wages versus services. MG asked the BOD how they want to move forward. Shall the pool limit more hours which would reduce payroll. CF thinks the bookkeeping fees are high, as well as Paychex. MG explained the bookkeeping was high because of re-working the books and helping with three audits. The bookkeeping hours and fees should go down. NL asked about the fee for the audit. MG said the first audit, listed on an earlier financial report, was \$8,000. The one listed here at \$8,400 is for the second audit. The third audit will be in January 2021. MG believes the third audit will go much quicker; however, the auditor increases their rates every year. She believes it will be comparable. NL really appreciates the financial report details and clarity. MG agrees, further stating the numbers make sense now.

5.2 Operations-Management Report: MG reminded the BOD the pool closed November 18, 2020. Then the governor changed the rules after the two week freeze. Clackamas County is now stand alone from other counties and is labeled as extreme risk. Under the extreme risk ruling indoor pools cannot open. MAC is forced to stay closed past the two week freeze. MG told the BOD the pool heater has been having issues. The expenses for time and materials will be on next month's financial report. Also, the domestic hot water heater for the showers needs repair. MG reminded the BOD MAC is a living building with working parts that need to be tended even when empty. MG continues to check in on the pool even during the closure. MAC is ready to open when given the authority. MG is not sure Oregon Health Authority (OHA) will change any procedures or guidelines. MG said it would take a week or less to re-open the pool. The entire staff was re-certified at the last re-opening. There is no expiration. MG may have a couple in-services before opening. PB said when MAC gets to the point of re-opening what subsidies are needed to open when MAC can't open all their services. MG said she and DR can put together a report. MG told the BOD we have built up some reserves. It is up to the BOD to decide how to move forward; to use the reserves and keep the limited services running, cut more hours and staffing or not open the pool until able to run full services. RG would like the pool to open, when available. He feels MAD has an obligation to the community. CF agrees with RG. RG understands there may not be a lot of revenue. NL agrees with RG. PB wanted to know how the BOD wants to move forward. PB wants to make sure MAC's workforce is ready and trained to go back to work.

Everyone received the second audit report. PB asked for comments or questions. NL is happy we are moving to fix the issues. It's important. RG said it would be a problem if we didn't fix the issues. MG said there were no significant issues in the second audit. One issue the audit pointed out and MG corrected was reviewing the bank reconciliations. TS is now reviewing the bank reconciliations. Number three in the audit stated the reimbursement form had no proof of approval. MG created a new reimbursement form. Lastly it was pointed out that MAD does not have fidelity and employee honesty insurance coverage. It is not necessary as long as we are monitoring this internally. MG said it is time to renew our Special Districts Insurance Services (SDIS) coverage. PB said when MAD was created we didn't have the funds for additional insurance, but now there are funds to take care of this insurance. CF and RG agree. MG will reach out to Brown and Brown.



## 6. Upcoming Meeting

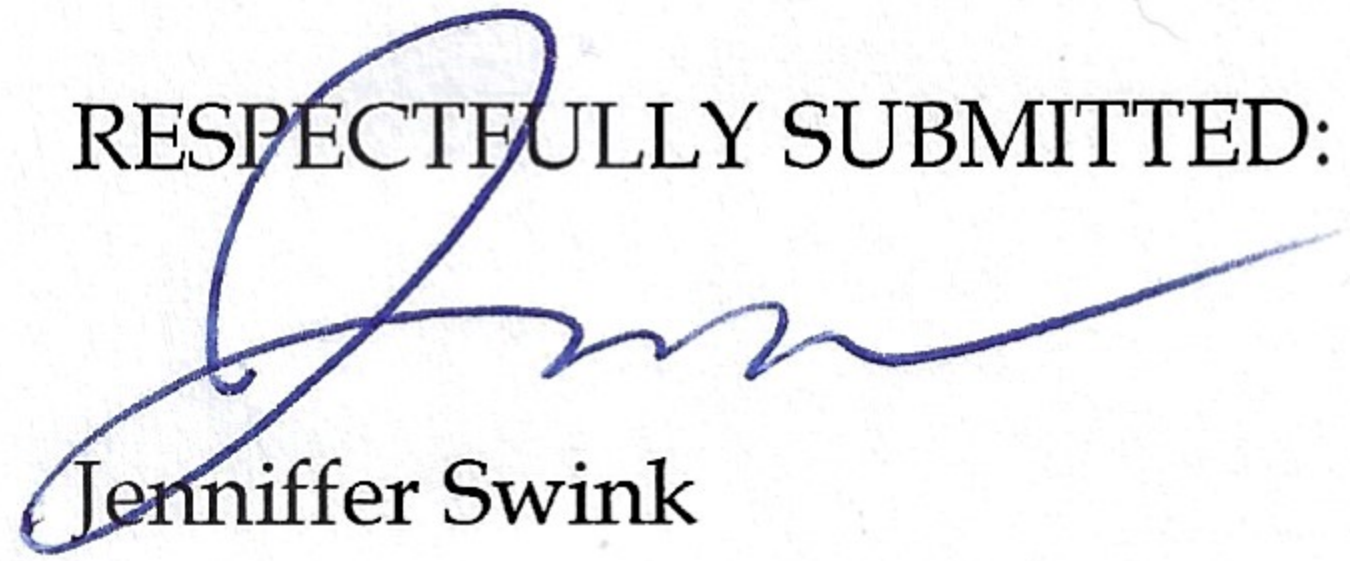
6.1 Next month's Board Meeting will be January 26, 2021, 7:00 pm via Google Meet.

1. Special Districts Association of Oregon (SDAO): All BOD are signed up for the SDAO virtual conference on February 3<sup>rd</sup> and 4<sup>th</sup> 2021. This is free of charge. MAD will discuss the SDAO conference line-up, who will be attending and which workshops. The pool is currently closed, but two BOD can use the classroom to attend the workshops on their computers or can stay at home since it is a virtual conference. MG reminded the BOD since the pool is closed there is no cleaning. CF would like to go to the pool.
2. BOD Terms: MG received a notice that NL, PB and CF's terms end May 2021. They need to decide if they will re-run or find someone to take their place. NL, PB and CF need to make a decision by the end of January 2021. MG will setup headshots for all BOD by the end of January 2021 to be uploaded to MAC's website. MG said the candidate statement and photo is due in February 2021. MG hopes all three BOD continue. They have built a level of trust and she would really like to continue working with them. This is a four year term. NL, CF and PB have served a four year term, plus they have served the pool before being elected and before the pool was opened. RG hopes they will re-run. PB does not want to put everyone on the spot. She told them to take time, talk to their family and let MG know via email, text or a phone call.

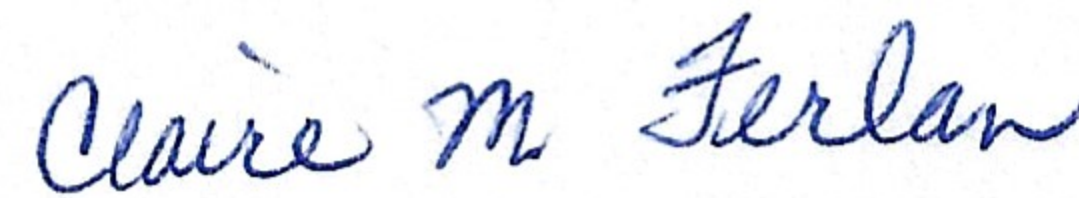
TS said she may not be here the end of January. MG asked TS to contact her when she has a date, then MG will be able to contact the election office. PB said the BOD would appoint someone to replace TS once the position is vacant.

7. **For the Good of the District** - RG can't wait to have the pool open. CF commends MG for keeping things running during the lockdown.
8. **Adjournment** - NL moved to adjourn the meeting at 7:47 p.m. RG seconded. Motion carried, unanimously.

RESPECTFULLY SUBMITTED:



Jenniffer Swink  
Recording Secretary



Claire Ferlan  
Board Secretary