

1. Call to Order: Paula Beck called the meeting 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)

Hendy Appleton, Board Treasurer and Secretary (HA)

Claire Ferlan, Board Member (CF)

Staff:

Melissa Georgesen, Aquatic Director (MG)

Jennifer Swink, Recording Secretary (JS)

Guest:

Greg McKenzie (GMC)

Absent:

Neal Lucht, Board Member (NL)

2. Old Business

2.1 Director Review with Greg McKenzie: The Director Review draft was included in the updated Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. MG screened shared the document. PB introduced GMC. GMC gave an update on the process. He uses Survey Monkey. The documents shared today include edits and corrections. GMC explained as they fine tune the documents he will make corrections and edits where needed. Each BOD will complete a survey. GMC will send MG the link. MG will send the link to the BOD. BOD will complete the survey which will go directly to GMC. The second survey for the staff has been edited toward what staff is able to observe. GMC gives an advanced notice of what they are evaluating. GMC reminded the BOD this is the first year and we are starting with the core documents. The documents shared tonight are about 99% of the final product. The staff will complete their survey between now and the March board meeting. GMC will bring a report of the results to the next board meeting. Then the BOD surveys will roll out after the next meeting. HA and RG will complete both the BOD and the staff surveys since they are on the BOD and a staff as volunteers. The survey is anonymous. GMC receives the completed surveys and creates a report for the BOD. The survey is all online and should take about 20 minutes. MG asked some staff (front desk and lifeguard) how long it would take to complete the survey. They said it is easy to read and figured it would take about 15 minutes to complete. They did point out number six about the water system. If the system is down for a day that could affect the results only giving 1 point. GMC will edit the question to include "on a regular basis". GMC reminded the BOD this is a pilot project. GMC included "N/A" which does not get toward the score. GMC will finish a final draft and meet with MG in two weeks. MG has an internal communication system to use to share the survey link with the staff. It was suggested MG put together accomplishments for the year to share with the BOD at the next month's board meeting. HA is very familiar with the process and can be very helpful. GMC in creating the report for the BOD he will be looking for trends. He further stated there will always be extremes both harsh and good. PB feels much better with this year's process. Everyone thanked GMC.

2.2 Adoption of Mission Statement: HA shared a recap of what was discussed at the retreat workshop. HA's question to the BOD, "Do we want to, or is there a need to, change the mission statement?" HA talked about surveying the taxpayers to see what they would like from the district. MG showed the

mission statement on the screen. PB asked MG to read the statement out loud. CF is satisfied with the current mission statement. MG said the current statement was very important to the BOD at the time of re-opening, especially the phrases “*confident in revenues used wisely*” and “*operate year-round*”. We are now four years later and in a very different position. CF said we still want safety for the community. MG agreed. We provide a safe pool to swim in. HA said we talked about updating the mission and vision statements at the retreat, but we didn’t do anything. Her question is do we want to table this for later date and do something or do we want to drop it? HA suggested to table this and to discuss updating the mission and vision statements after the taxpayer survey. The BOD agreed.

2.3 Taxpayer survey: PB would like to do a survey. HA said we can find out what the taxpayers want now. We can ask:

- What programs do you want to see added?
- What are you willing to pay?
- How much are you willing to spend on programs?
- Are you willing to fund a construction bond for a building project?
- Which levels are you willing to do?

PB does not want a tax increase; any additional items need to be funded. HA asked if there is a limit on what you can add to the tax base. HA will start the first round of questions for the survey. MG said once we get input from the BOD, JS and MG can help HA create the survey. CF said it is not a drop in the bucket to provide the survey with just email and the website. How will the survey be distributed to the taxpayers? JS said we can use FOMP (Friends of Molalla Pool) bulk mail license. We can ask MRSD for an CSV file to merge addresses to a postcard. HA volunteered to start the process by creating a survey. HA will get the questions from the BOD and streamline it into a survey. HA stated it is the BOD’s responsibility to do what the taxpayers want. The BOD will send HA the questions they want to know in two weeks by March 8. Geri Monroe (GM) from FOMP said they have a bulk mail license MAD can use. HA said the postcard will have a dual purpose they can say: *This is what we are adding with the lifting of the mandates; and, What else would you like to see?*

2.4 Contacting other rec groups in the community: HA said process has been started. MG said they started compile a list of groups. She also measured and will be putting up cork board in the lobby to be used for these community groups. Everyone will have opportunity to put their flier on the board and provide handouts. CF has pictures she will share she took in Seaside’s showing their community board. JS will create a page on our website for the community groups. HA said to make sure and contact businesses and organizations. Plus, she pointed out to the BOD this is not just for kids but adults as well. She said currently there are adult volleyball and basketball games in the area.

3. New Business

3.1 Automatic generator system RFP: There is no RFP yet. MG does not need BOD to approve the RFP. MG will post the RFP. When she gets bids she will bring those to the board meeting. MG would like to get a dollar amount before the budget is done.

4. Consent Agenda

4.1 Approval of the Minutes: The Board Minutes were included in the Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. RG moved to approve the January 25, 2022 Board Meeting Minutes as presented. CF seconded. Motion carried, unanimously, 4-0.

5. Public Comments:

5.1 PB asked Geri Monroe (GM) and Laurie Donald (LD) from FOMP (Friends of Molalla Pool) if they had any comments to share. GM said we are very small. FOMP is waiting to see if the mandates will be lifted. After the mandates are lifted FOMP will start letting people know about joining. FOMP will try to get people to help with events like the Easter Egg Hunt. PB understands it is hard to get people involved when there isn’t something happening at the pool. GM asked if there will be any lifeguard training? MG explained lifeguard training happens throughout the year when needed. Nothing

scheduled at this time. There will be swim lesson instructor training this Spring. MG told FOMP we send out emails and posts on social media when classes are available. She suggested they join the email list.

6. Committee Reports and Updates

6.1 MAD Tasks: PB asked the BOD if they are using the MAD tasks form. MG asked if it works for the BOD. RG says it is a good idea. CF and PB agree it is a good idea. MG recommended the BOD set two hours a week on their schedule to work on MAD. It can be a time to check in with MG, to go onto the Google drive and/or stop by the pool. MG said the BOD should put it as a job of sorts using a schedule. MG recognized the BOD has been elected and doing this work out of the goodness of their heart. MG said her phone is always on. PB read out loud the "BOD is a Business Meeting" a handout from a previous board retreat.

6.2 Financial Report: The Financial Reports were included in the updated Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. MG screened shared the documents. MG told the BOD they can call or email her questions on finances prior to the Board meeting. MG said there have been no curve balls, no repairs, everything is running smoothly. The pool did give a couple refunds. One patron broke their arm and was not able to use the pool. CF pointed out the credit card late fees and suggested MG call the credit card company to see if they will take off the late fee. CF asked if they can setup autopay for the minimum balance. MG said they tried to setup an autopay, but have not been able to. HA said she still has to go back into Columbia Bank. She will ask if they can setup credit card autopay. HA also mentioned the Clackamas Credit Union will be opening a store front branch over by the Dollar Tree in Molalla. MG explained the process with the credit card account:

- MG receives the credit card statement
- MG reconciles the statement with receipts
- MG sends the statement to the bookkeeper
- Bookkeeper sends a check to MG
- The check waits at MAC for BOD signature

MG said JS researched Google Meet services. MG apologized to GM for the time running out. We will get signed up with the paid service before the next meeting.

6.3 Operations-Management Report: The Pool Attendance Report was included in the Board Packet which was emailed and uploaded to Google Drive prior to the Board Meeting. MG said fitness classes are trending up. Tot Time is doing well. The new Family Swim from noon to 1:30 pm has been well received. We will be adding back Family Swim on Sundays beginning in March. MG plans to bring back inflatables in April. She needs time to train staff. She plans to bring back inflatables even if the mask mandate is not lifted. The inflatables were good for the tweens. It is a safe place for them to go on Friday and Saturday nights. We will bring back swim lessons on Saturdays. MG shared the swim lessons are full for both sessions. School swim lessons will begin in March. Students attending are from Rural Dell, Mulino, Clark and Molalla River Academy. MG is still trying to hire staff. MG reached out to meet with the schools, but they were not available. MG offered the schools a preference in the scheduling, but no discount. They will be invoiced at the rate of \$50 per lesson. RG asked if Molalla Elementary will be coming? MG has offered and the principal is still thinking about it. MG will have Kids Camp over spring break for grades K thru 5. She will begin planning for summer camp.

The Easter Egg Hunt will be April 9, Saturday; the weekend before Easter. There will be three, two hours sessions:

- ½ hour egg hunt – the eggs will be turned in for prizes
- 1 ½ hours swimming
- On departure a goodie bag will be handed out (depending on COVID mandates, we may be able to setup a craft time with FOMP's help)

HA suggested putting the ropes in the pool into three sections for different age groups.

7. Upcoming Meeting

7.1 Next Board Meeting 4th week, March 22, 2022, 7:00 pm in person or via Google Meet. MG will remote in.

8. For the Good of the District - None.

9. Adjournment - RG moved to adjourn the meeting at 8:25 p.m. HA seconded. Motion carried, unanimously, 4-0.

RESPECTFULLY SUBMITTED:

Jenniffer Swink
Recording Secretary

Hendy Appleton
Board Secretary & Treasurer