

**Minutes of the Molalla Aquatic District Board Meeting, February 6, 2018,
6:30 PM, Molalla Aquatic Center, Molalla, Oregon, Approved 2/13/18**

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

The meeting was called to order by Chair Beck at 6:40 pm. All Directors present: Claire Ferlan, Teresa Steinbock, Neal Lucht, Marilyn Bloch. Aquatic Director present: Melissa Georgesen. Adjustments to the agenda: 4.1 Accounting Policies and Procedures was postponed to next week. Treasurer's Duties discussion was put in 4.1. Computer Needs was added as 4.3. Discussion of implementation of the Resolution 17-11: Meeting Notice Policy was added as 5.4.

2) Public Comment: none

3) Consent Calendar, Minutes

The Minutes of January 30, 2018 meeting were approved with the following corrections: "Motion to approve the Minutes of January 23, 2018 was made by Director Ferlan and seconded by Director Steinbock. Motion carried unanimously.

4) Old Business

4.1 Discussion of Treasurer's Duties for Board Policy Manual: Ferlan and Bloch. Documents in hand: Treasurer's Duties Draft 3 and SDAO Sample Financial Management Policy.

Director Lucht commented on the SDAO note that ORS 198,220 requires district officers and employees who handle district funds be bonded. He said that Aquatic Director Georgesen and Board Treasurer Ferlan at least should be bonded. Lucht also recommended since we don't have an electronic point-of-sale service at this point, that Accounts Receivable invoices be generated on Quickbook by the accountant to provide purchase order numbers for clients. Also recommended that at least 2 board members have signing and all board members have examining authority. Inquire into computer generated checks. Suggestion for Petty Cash amount: \$200. Aquatic Director Georgesen is exploring ActiveNet point-of-sale service. We need another accountant to review and audit the finances. Inquire which accountant other districts are using.

Directors Ferlan and Bloch will write a new draft of Treasurer's Duties, including comments from Liz Cruthers.

4.2 Personnel Policies and Procedures Manual

Aquatic Director Georgesen presented the first draft of the Molalla Aquatic Center/Molalla Aquatic District Handbook.

Personnel Policies and Procedures:

Directors Beck and Lucht said that we are not required to write the standards for FMLA or OMLA policies. Director Beck asked Aquatic Director Georgesen to comment on Personnel Policies Manual. Aquatic Director Georgesen will also contact Missy Wesley for MRSD's Drug and Alcohol Policy.

4.3 Computer Needs

Directors Bloch and Beck need computers for district work. Free Geek has a grant fund for rehabbed computers. Board approved Bloch applying for it.

Aquatic Director Georgesen presented a proposed model adequate for her district needs: a Dell XPS 15.

5) New Business

5.1 Discussion regarding progress in defining needs of the Aquatic Center: Aquatic Director Georgesen

- A. The submersible pump failed, and a used replacement failed. Anderson Pools is having one built for under \$5000, will be installed Monday. Anderson will submit bill to NW Energy Trust for a discount.
- B. Kevin at Cherry City Electric is replacing lights with LED bulbs. Cherry City Electrical is backlogged.
- C. HVAC: blows cold, switches on and off too often, is being investigated.
- D. Front door repaired by SOS Locksmith. All doors will be repaired for self-closing and self-latching function, a county requirement. A keyless entry will be installed.
- E. Dyson Air Dryer needs to be repaired.
- F. Garbage Service: none at present; no receptacles. Director Beck will check with Joy.
- F. Janitorial: none at present, supplies are running out.
- G. Security cameras and Fire Alarm: getting a quote from Myriad and SOS for front and pool. Director Beck reported we'll stay on MRSD's fire alarm system for now; they'll bill us. Director Lucht said Sonitrol Pacific can do both fire alarm and cameras.

5.2 Discussion regarding options in opening pool: Director Beck

Aquatic Director Georgesen on First things needed:

Building: Aquatic Director Georgesen

HVAC: repair, don't replace unit in natatorium yet,

Lighting: Dectron Light Bar needs repair

Locker Rooms: replace counters?, the edges are sharp.

Janitorial: Windows cleaned, carpet cleaned, floors and tile polished at least. Staff can be included in cleaning during closing—1) close, 2) count and secure \$, 3) clean.

Parking lot re-stripped

Staff: Hiring-no means to hire; Training. Aquatic Director has power to set salaries.

Setting Hours, Schedule, Fees to Public

Point-Of-Sale Contract

Cash and Point-of-Sale Policies written

Personnel Policies approved

Target opening if above tasks are accomplished: Spring vacation: Recreational Swim, and April 2: Regular Schedule.

5.3 Discussion regarding maintenance contracts and authority to approve contracts: Aquatic Director Georgesen and Director Beck

Motion to approve Aquatic Director expenditures of \$10,000 without Board approval as a temporary measure to facilitate the process of opening the pool: made by Director Steinbock and seconded by Director Lucht. Motion passed unanimously.

5.4 Discussion of implementation of Resolution 17-11: Meeting Notice Policy: Director Bloch.

Our policy says we'll post the meeting time and agenda items 24 hours ahead. Director Bloch proposed we post the agenda on the website. Board agreed.

6) Committee Reports and Updates

6.1 Treasurer's Report: Board Treasurer Ferlan

Local Government Investment Pool (LGIP): \$435,978.86. Columbia Bank: \$63,459.63 as of Feb. 6, 2018.

6.2 Action Plan: Director Bloch

Paychex Payroll service has been hired. An I-9 is needed.

7) Written Communications: Director Bloch

SDIS Best Practices Program: up to 10% discount total given of liability insurance for certain best practices instituted; LGIP statement.

8) Director's Remarks: Aquatic Director Georgesen (see above—5.1 and 5.2)

9) President's Remarks, Review Action Items, Items for next meeting's agenda.

Review Action Items:

Director Lucht will contact Liz Cruthers for comments on the Accounting Policy and Linda Jaeger for representation for health insurance.

Board Treasurer Ferlan will take care of petty cash at the bank.

Directors Ferlan and Bloch will re-write the Treasurer's Duties document, and inquire about bonding, invoices on Quickbook, computer-generated checks, suggestions for second auditing accountant.

Aquatic Director Georgesen will check into point-of-sale choices, contact MRSD for their Drug and Alcohol Policy, and bring comments on the Personnel Policy.

Director Beck will check on garbage service.

Review Items for next week's agenda:

Personnel Policies; Accounting Policies; Treasurer's Duties

10) For the Good of the District

Director Lucht: a district voter delivered a compliment to the aquatic director when hearing the pool is planned to open on April 2, said, "So soon?" And a community member complimented Aquatic Director Georgesen on very responsive and professional answers to pointed remarks on Molalla Now. Director Lucht suggested a Grand Opening idea. Easter weekend perhaps. An Easter egg hunt in the pool. A raffle for a year pass, etc.

11) Upcoming meetings

February 13, 2018 Molalla Aquatic District Board Meeting, 6:30 PM

February 27, 2018 Molalla Aquatic District Board Meeting, 7:00 PM

12) Adjournment

Director Ferlan moved and Director Steinbock seconded adjournment. Motion passed unanimously at

9:07 PM

Submitted, Board Secretary Marilyn Bloch