

Minutes of the January 30, 2018
Molalla Aquatic District Work Session, 6:30pm
Molalla Aquatic Center, Molalla, OR, Approved 2/6/18

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

Call to order by Paula Beck at 6:32pm. Board members present were Paula Beck; Neal Lucht; Claire Ferlan & Teresa Steinbock. Absent was Marilyn Bloch. Staff Melissa Georgesen was present.

2) Public Comment

None.

3) Consent of Minutes

Minutes of January 23, 2018: Steinbock had a correction to a misspelled name- Liz Cruthers. Motion to approve was made by Ferlan and seconded by Steinbock. Motion carried unanimously.

DIRECTOR CONTRACT: Lucht presented draft form of the signed contract with the Director; discussion followed. Ferlan was concerned about the accumulation of weekend comp time; Beck asked how many hours was the manager expected to work in a week. Lucht commented that a good manager is one you don't worry about accumulating too much comp time, because they are managing their time (and their staff) well.

Beck asked for a motion to approve the contract; Steinbock seconded. Motion carries.

4) Old Business

Board Treasurer Guidelines:

Claire read the duties; discussion followed. Neal would like to see two board members sign all checks; Claire does not want to do weekly account checks/balances.

Ensuring proper management of district bank accounts and investment. Claire is reviewing the bank statements. The word investment is slightly confusing. Re word to say, "Board approved investments" Reminding that the board has knowledge in all financial matters and it won't all fall back on the Treasurer.

Steinbock asked about physical copies of bank statements; Ferlan signed us up for the picture statements on all checks. We also have online bank statements. Recommended to reconcile from paper statements; keep online. "Reviewing the bank statements in detail (leave it up to choice whether online or paper)." The board treasurer and one other board member will have full access.

Melissa will present a list of vendors to approve; compliance with Oregon budget law- change it so the treasurer is not responsible for it, but a leader in the group. Re-word it to say, "Along with all Board Members".

Beck will put in the board changes and send it off to be re-drafted for next meeting

5) New Business

Georgesesen has a preliminary list of vendors: Cherry City Electric; HVAC ; Anderson Pool Works; Canby SOS Locksmith; The American Red Cross; Amazon; Lincoln Aquatics; The Lifeguard Store; Ace Hardware; Bi-Mart.

Georgesesen also presented an initial list of needs in the facility. The Board was asked to number the items in order of importance to them. Georgesesen will present a more detailed list at the next meeting. Items included repairing the HVAC units and making sure the building had proper ventilation and heat; looking at replacing the circulation pump; painting parts of the facility; landscape and parking lot needs; updating the lighting.

6) Committee Reports & Updates

Side bar with regards to meetings; can we meet twice a month- a regular meeting and a work session. Paula is concerned about getting the policy work done, skipping meetings is worrisome. Accounting policies and personnel policies. Georgesesen to send personnel policy to board. Direct Georgesesen to bring to the next board meeting. Ferlan made the motion; Lucht second. Motion carries.

Discussion: Lucht suggested to plan for three meetings; the one published, the second Tuesday work session, the fourth Tuesday Board Meeting; keep it at 6:30 and 7:00 respectively. No meeting on February 20th, 2018.

Lucht on a future agenda item- applying for credit cards. Who will look at credit card options? How broadly do we want to look? Who will look for options to present to the board for a future agenda? Ferlan will stop by the bank and ask after credit card options, in addition Costco. Lucht is not a fan of mileage plans; Cash and carry possibly. Georgesesen brought up frequent flyer miles as being a good way to get staff to out of state trainings.

Beck has been getting all utilities changed from MRSD to Molalla Aquatic District. The alarm company is not returning phone calls; Rick Gill told Beck the district would continue monitoring the alarm until a new company is contracted with.

Need to look at the prospect of contracting IT services; website administration down the road.

Treasurer's Report: Ferlan- \$435,340.63

7) Written Communications

None.

8) Director's Remarks

Georgesesen is working on setting up vendor walk through and contract negotiations. Georgesesen to meet with HVAC and Myriad Home Entertainment Services later in the week. Beck will be present at each meeting. An invitation was extended to all board members.

Georgesesen has been in contact with several past employees as well as potential new employees.

9) Action Items

Director Georgesesen to bring a draft form of a personnel policy to the next meeting.

Beck to bring revised Treasurer's Duties.

Lucht and Ferlan to bring potential credit card options.

10) For the Good of the District

Upcoming Meetings are Tuesday, February 6, 2018 & Tuesday, February 13, 2018 at 6:30pm

11) Adjournment

Lucht moved and Steinbock seconded; adjourned at 8:17pm

Submitted by Melissa Georgesen, Director.