

**Minutes of the January 9, 2018 Regular Meeting of the Molalla Aquatic District (MAD) Board of Directors, 6:30 pm, Approved 1-23-18
Molalla Aquatic Center, Molalla, Oregon**

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

1.1 Chair Paula Beck called the meeting to order at 6:38 p.m. All board members present: Claire Ferlan, Teresa Steinbock, Neal Lucht, and Marilyn Bloch.

1.2 There were no adjustments to the agenda.

2) Public Comment

Geri Monroe of Friends of Molalla Pool discussed the Molalla Communications (MCC) offer of a reader board in front of the pool. MCC needs written approval from Molalla River School District (MRSD) to begin the permit and planning process. The MAD board will request that approval from Mr. Gill at MRSD.

3) Consent Calendar, Minutes

3.1 Minutes---The Minutes of January 2, 2018 were approved as written. The motion was made by Ferlan, seconded by Steinbock, and the vote was: Ferlan: yes; Steinbock: yes; Lucht: yes, Beck: yes, Bloch: yes. Passed, 5-0.

4) Old Business

4.1 Discussion of Accounting Policies document – Lucht.

Community member Liz Cruthers gave the board advice on fraud prevention from her non-profit work and her work in police fraud investigation. We need to define the duties of the treasurer. At a minimum, the treasurer needs to review the bank statement in detail in addition to the Quickbook entries: see that the payee is on the approved list; make unannounced bookkeeper checks. We need to have strong financial policies at the beginning, for the sake of the board and the public. We need to establish a culture of fraud prevention. If we have strong financial policies, they will be good in perpetuity, well beyond the present board's tenure. We need contracts with the bookkeeper and the CPA.

Not in our accounting policy template from TTAD: some board members having on-line access; petty cash definition, including how it is tracked; a safe log, including delineation of bills. Other changes suggested in the policy template: * A per diem is easier than a travel log. * Record inventory as you acquire it; don't hand out a pre-printed list.

Melissa Georgesen noted that, at first, a significant number of purchases will need to be made, so, for example, a \$5,000 limit might be established, before applying to the board for approval. Cruthers said that a CPA is needed to file taxes, and an auditor is needed for policy and law compliance, not fraud detection. The accounting policy needs to specify where the records are available for inspection and for how long.

4.2 Safety Policy—Beck. The Safety Policy drawn up by our attorney was read. Lucht suggested some additions and clarifications: 1) that the last line under (6) Employee Injury Report: “The appropriate entries shall be made in the the OSHA 300 Report log” should be made a major point and moved to the left margin. 2) (8) Return-to-Work Policy should be revised to include Early-Return-to-Work requirements. He will send a copy of the relevant of his company's policies. The Workers' Compensation carrier will have language that establishes the right of an employer to offer modified duties to an injured, recovering worker. 3) (9) Hazardous Chemicals List. A Safety Data Sheet (SDS) book is needed, detailing every cleaning agent and hazardous chemical, and the procedures for dealing with a exposure..

Beck will revise the Safety Policy and the board approved sending it to our accountant for review. Georgesen said the staff needs training with OSHA videos and also recommended a training policy be established.

4.3 Action plan—Bloch. Postponed.

5) *New Business:* see above, 2) *Public Comment*

6) *Committee Reports and Updates*

6.1 Treasurer's Report—Ferland

Balance in Columbia Bank account is \$16,154.63 after a \$1616 payment to Eileen Eakins, our attorney. The total in the Local Government Investment Pool is \$444,268.85.

Lucht observed that we will need a bid process for hiring a CPA and an auditor.

6.2 Contract Negotiation Committee—Lucht. The committee members Neal Lucht, Paula Beck, and Liz Cruthers have met and will meet again on Friday evening.

7) *Written Communications*

Steinbock received an email communication from Share the Love, who traditionally use the Molalla Pool for their Boat Race fundraiser. They would like to use it on Feb.14 at 4 p.m. They will be asked by Georgesen to present their request to the MAD board at our next meeting. Their advisor is McKenzie Burl. Georgesen presented the possibility of having an Informal Open Meeting at the same time and the board members reacted favorably to the idea.

8) *President's Remarks, Review Action Items, Review Items for next week's agenda*

Board members may have a personal policy of limiting their exposure to electronic communications. Georgesen suggested having the agenda and minutes ready by a designated day before each meeting to partly formalize communications and enable better accommodation to such policies.

Action Items:

Beck will send in a workers' comp quote application to SDAO

Bloch will send a digital copy of the Accounting and Financial Policies and Procedures Manual

template to Cruthers.

Liz Cruthers will work on a suggested revision to the Accounting Policy document

Lucht will send a copy of his company's Early Return to Work policy.

Bloch will request an approval of Mr. Gill of MRSD for MCC to begin the permit and planning process of providing a Reader Board for Molalla Aquatic Center.

Items for Next Meeting's Agenda:

GASB 54 Policy

Discussion of how much Crime Protection to add to the Liability Policy

Adding For the Good of the District item to the agenda

The MAD board approved utilizing District funds for board training at the SDAO Annual Conference Feb. 9-11, 2018 with a motion from Lucht and a second from Ferlan. Vote: Ferlan: yes, Steinbock: yes; Lucht: yes; Beck: yes; Bloch: yes. Passed 5-0.

9) Upcoming Meetings

January 16, 2018 Molalla Aquatic District Board Meeting, 6:30 p.m.

January 22, 2018 Friends of Molalla Pool 7:00 p.m.

January 23, 2019 Molalla Aquatic District Board Meeting, 7:00 p.m.

10) Adjournment

Lucht moved and Ferlan seconded to adjourn. All in favor. Passed at 8:40 p.m.

Submitted, Marilyn Bloch, Molalla Aquatic District Board Secretary