

MINUTES

1. Call to Order: Paula Beck called the meeting to order at 6:38 pm

1.1 Roll Call:

Board of Directors (BOD):

Paula Beck, Board President Chair (PB)
Neal Lucht, Board Vice-President Chair (NL)
Marilyn Bloch, Board Secretary (MB)
Teresa Steinbock, Board Member (TS)
Claire Ferlan, Board Treasurer (CF)

Staff:

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

1.2 Adjustments to the agenda: None

2. Election:

The Chair called for nominations. Marilyn Bloch nominated Paula Beck for Board President Chair. PB declined. Claire Ferlan nominated Neal Lucht for Board President. NL accepted. Motion carried.

Neal Lucht nominated Paula Beck for Board Vice-President. PB accepted. Motion carried.

3. Appointment of Board Secretary & Treasurer:

PB assigned Board Treasurer and Board Secretary. CF accepted the Board Treasurer assignment. MB accepted the Board Secretary assignment.

4. Public Comments:

MG and JS will create a sign-in sheet for the public comments.

Emily Miller first shared how very happy she is that the pool is open and appreciates the Board volunteering their time. She has served on a Board and understands the time involved. Emily and her husband, Jerry, are concerned about the showering voucher coupon program. She was not able to find on the Molalla Aquatic Center (MAC) website the shower voucher policy. Emily gave an example of someone using the ADA/family restroom shower for over 3 hours during a time swim lessons were being held. And there was concerns the person was under the influence. After the person had exited the restroom the pool staff did a spot check and saw a need for a more thorough cleaning, so a closed for cleaning sign was placed on the restroom door. However, a mother did not see the sign on the door and proceeded into the restroom to shower her children. MG explained that MAC sells shower vouchers to non-profits in the area as well as providing a \$3 drop-in rate. MG also explained MAC is establishing protocols. In the circumstance given by Emily, the front desk person should have asked the lifeguard who was not on desk to clean the restroom immediately. MAC is a community center and will not turn people away. These are public showers at MAC and so it is the

parents' responsibility to tend to their child(ren). Emily requested a policy for the shower vouchers. She suggested a time limit and shared her concerns for the safety of the guards and swimmers. NL thanked Emily and Jerry for their comments.

5. Consent Calendar /Minutes

5.1 MB had correction to the June 26 Minutes. JS requested MB and any Board Member to contact her prior to the Board Meeting with edits to the Minutes to help alleviate spending additional time during the Board Meeting. NL added people can make edits and corrections prior to the Board Meeting. The approved signed Minutes are for official public record and should be kept at MAC. TS requested copies of the Minutes, so she can upload them to the MAC website. PB moved to accept the June 26, 2018 Minutes as corrected. TS seconded. Motion carried.

6. **Old Business:** none

7. **New Business:** none

8. Committee reports and Updates

8.1 CF gave her Treasurer's Report:

LGIP General Funds, statement date 2-July-2018:

\$ 12,031.82	Clackamas County – Tax Distribution May 1-31
607.94	Accrual Income Div Reinvestment
\$347,310.64	Closing Balance
\$ 15,000.00	Redemption, 10-July-2018
\$332,310.64	

Columbia State Bank, dated 10-July-2018:

\$ 15,815.06	Balance to-date
\$ 9,225.19	Outstanding bills including payroll
\$ 5,412.34	Available balance
In two days \$15,000 will be added	

8.2 NL recapped tasks for the Financial Committee:

1. MG, NL and CF need to pick a date to meet
2. Make a list of needs and demands to get appropriate bids for services
3. Currently MAD has not been adhering to MAD's accounting policies

8.3 NL's wife Pam provided a document to PB for editing the policies and reinserting the OFLA, Oregon Family Leave Act. PB plans to have the updated personnel policies ready for discussion at the next Board Meeting. Pam is waiting for an email from a professional legal law specialist in regards to the Labor Law on FTE.

9. Written Communication - MG

Please check your MAC mailboxes.

10. **Aquatic Director's Remarks** - Busy week. More staff have been hired, but there is still not enough people to cover all the shifts. Kathleen Costley will be volunteering at the front desk, helping with the employee handbook, online training, mirroring things from the school district. Dave Luce, employee at the school district, is working with MG on emergency protocol, adding MAC to the call list and providing resources for internal training on bomb threats and suspicious backpacks. MG shared her future agenda, MAC's relationship with the school district, how to approach working with the school district, and scheduling swim classes during the school hours.

The 4th of July Little Rascals Swim was a one hour swim with local people and those from Sherwood and Portland. There was not many in attendance, however it was a good opportunity to share information about Special Olympics and lessons. The 4th of July float with FOMP won 3rd place. FOMP paid the entrance fee and MAC put the float together and participated in the parade.

JS created a report for Swim Lessons and Swim Team registration. For session 2 of swim lessons this summer we have 164 students. Everything is holding steady through the summer, people are buying and renewing 3 Month Passes. Another future item is Max Galaxy. MG will work with Max Galaxy on inventory, food, water, caps, goggles, etc. Max Galaxy can track inventory. NL agrees to wait until the accounting system is running. MAC added a Deep Water Fitness Class. MG is training staff to instruct water fitness classes. In the future MG hopes to sell pool space to other trainers in the area. Classes are going well. Only a couple negative comments, there was a different level of expectation.

MB asked about the \$3 credit card processing fee: Why MAC is changing, who will pay, what will they pay? MG reminded the BOD of their discussion during the June 12, 2018 Board Meeting in regards to the credit card fee. MG is rethinking the credit card fee. She said it is too soon to tell the cost to MAC since we've only been open since April 2018. MG wants to be fair to the customer, she wants to make sure MAC puts the customer first, she needs to research how much the credit card fee is costing MAC. May just charge for convenience using the credit card over the phone, but still wants to be customer friendly. NL said this is a good discussion to have perception and relationship with MAC's customers. NL trusts MG's instincts that there is not enough information at this time.

MAC is still waiting for the final Silver Fit Program. With Silver Sneakers, Optum and Silver Fit MAC takes the names of the swimmer and sends them in for payment.

11. Board of Directors' Remarks - PB shared that the tax certificate and resolution documents have been delivered to the Clackamas County Processor's Office.

12. President's Remarks -

- MG and JS will create a sign-in sheet for the public comments
- MG with front desk staff will develop a policy and protocol for the shower vouchers
- MB will stop in at MAC during JS's front desk hours to sign the approved Minutes
- JS to email approved signed Minutes to TS
- TS will upload approved signed Minutes to the MAC website
- Financial Committee to set a time to meet and report back to the BOD
- PB will have the updated personnel policies ready for discussion at the next Board
- MB would like to help with the MAD goals and retreat
- Board to send edits for Provisional Minutes prior to next Board Meeting
- PB to add postponed discussion and action on \$10,000 AD limit to September 2018 agenda

13. For the good of the District - MB shared that her new friend's husband, from a Senior Fitness class, has been coming to the pool with their son. Her husband has arthritis and there has been a noticeable improvement. NL reported his neighbors postponed their vacation for swim lessons.

14. Upcoming meetings

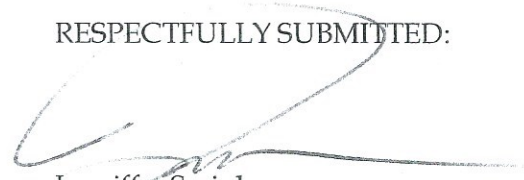
NL recommended changing all the Board Meetings to 7:00 pm to make the schedule more consistent.

July 24, 2018 Molalla Aquatic District Board Meeting 7:00 pm

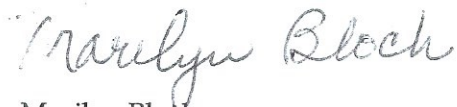
15. Adjournment

PB moved to adjourn the Board Meeting at 7:57 pm. MB seconded. Motion carried.

RESPECTFULLY SUBMITTED:



Jenniffer Swink
Recording Secretary



Marilyn Bloch
Board Secretary