

MINUTES

**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 Vice-President Chair (PB)  
Marilyn Bloch, Board Secretary (MB)  
Claire Ferlan, Board Treasurer (CF)  
Teresa Steinbock, Board Member (TS), left 8:08 pm

Staff:

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

Absent:

Neal Lucht, Board President Chair (NL)

Guest:

Kasha Tindall Wester, HR, Answers (K)

**2. Consent Agenda - Agenda Action Items:**

2.1 Approve final draft of the Board Meeting Minutes for April 23, 2019: MB moved to approve the April 23, 2019 Board Minutes as corrected. CF seconded. Motion carried unanimously.

**3. Public Comments:**

3.1 The grounds are very pleasing. Loving walking into the facility where someone came out of the room asking if she needed assistance.

**4. New Business:**

4.1 Proposed Rate Changes 2019-20: MG attached the proposed fee schedule change with the Board Packet that was handed out at the meeting. MG explained the price increase for certain programs is to meet the Estimated Revenue Projects in the budget. MB questioned increasing the Adult and Senior Fitness classes. PB asked how the increased prices compare to other pools in the area. MG shared that Canby does not have licensed Fitness Instructors, so their program does not compare to MAC's. Canby did not have their prices listed online. Oregon City charges \$10 at the door, no district differences. Silver & Fit, Active & Fit, as well as the monthly pass holders, will not be affected by the price increase. MG requested a decision before the end of the fiscal year since the price increase is reflected in the proposed budget. The BOD can propose a different dollar amount for the increases. MB would like more information. This matter is tabled until June 11<sup>th</sup> Board Meeting.

4.2 Signature Stamps for Signers: MG shared that the three BOD signers are not always available, especially since two signers are needed. With MB leaving the BOD, MAD is left with just two signers. It is Twila and MG's recommendation to get signature stamps for the signers. The invoices would be electronically sent to the signer for their approval. CF said just like the Docusign used for legal documents. MG said MAD has been late on paying some bills because there is not two signers available. MG asked the BOD for a set schedule of when the signers would come into MAC to sign

checks. MAD could also add NL or the new BOD, Rick Gano, as a signer. The bookkeeper is at MAC every week. MG's recommendation for the signature stamps for signers is so the MAD volunteer BOD doesn't have to always make time to come into MAC to sign checks. MG and Twila have setup auto pay for all the utilities: City of Molalla, Molalla Sanitary Service, Molalla Communication Company, NW Natural Gas and PGE. MG and PB have access to these accounts. This matter is tabled for NL and TS to participate.

## 5. Old Business:

5.1 HR Answers: Kasha from HR, Answers handed out a packet at the Board Meeting. K introduced herself and explained the tool they use is Survey Monkey. It's a wonderful tool. She will take the results of the survey and summarize them in a report. Outliers are random single comments that don't line up with the majority. They remove the outliers, unless it is an area of concern. Those issues would be brought to the BOD. The BOD is able to word the questions in a manner they like and relevant to what they want to know. The survey isn't anonymous because K will be able to see the participants' names and answers. However, the participants' names are not included in the summary K will provide to the BOD, unless there is an issue that would need their attention. K shared most job evaluations are based on impression, opinion and interaction. The BOD went over every question with K. K will edit the questions accordingly including adding some text explaining the vision, mission, objectives, achievements, etc. K will look at MAC's website to get the details. MG and PB will get a list for the bullet points with a limit of 6, some suggestions are: open pool, maintaining building, opening and running programs, fitness and hiring staff. K can review the job description with the BOD and will use JAQ's job description. K will include a sentence of encouragement on the cover letter to be included with the survey. K recommended using MG's name on the cover letter then use her title, Aquatic Director (AD), in the survey. K also suggested having two different surveys, one for the staff and the other for the BOD. K further explained this survey can grow in the future and be used for the community, as well. TS asked how and who will be evaluating. MB hoped the consultant would present a philosophy. CF questioned what staff's knowledge in regards to policies and procedures. K explained CF's question is more about an Onboarding process, for new hires, and suggested the BOD table that for another time, which HR can help.

Everyone agreed this is a learning process. PB wants to have this tool in place to protect MG by giving a history for future BOD members to see in the future years. MG wants to use this tool to allow staff to participate and have a voice. MG is very open with the staff. She told them if there is an issue with her she suggests they go to a BOD member. K reiterated this survey is not anonymous, she can see their names and responses. If there is an egregious act, it is mandatory to report.

K will prepare a new set of questions and will email them to PB. The BOD will review and confirm the survey at the June 11<sup>th</sup> Board Meeting. The survey will be distributed after June 11<sup>th</sup> with a due date to complete June 30<sup>th</sup>, which gives everyone a two week window. K says she needs a couple weeks to process. MG suggested the results be provided for the July 23<sup>rd</sup> Board Meeting. K says that will give her time to communicate with the BOD before the final report. BOD comments need to be sent to PB before June 11<sup>th</sup>. The BOD will get the results and will work with the Aquatic Director on areas that need improvement.

K told the BOD this was a great process.

5.2 Property Boundary: NL asked JS to add this to the agenda. There are no supporting documents. MG thought NL may bring information to the Board Meeting. MG had forwarded Mr. Gill's emails to the BOD in regards to the property boundaries and transfer as she received them. MG read out loud Mr. Gill's May 13<sup>th</sup> email about the status of a letter from the City of Molalla. MB questioned if the IGA (Intergovernmental Agreement) procedures were followed. MG and MB went to a meeting in March with Linda and Ralph from MRSD. It was not a negotiation, they gave MG information. MAD has not taken over ownership. They will have an Executive Session to discuss this matter further.

## 6. Committee Reports

6.1 MG handed out Financial Reports at the Board Meeting. CF would like an explanation of the Assets listed on the Balance Sheet. MG recapped the budget report.

## 7. Upcoming Meetings

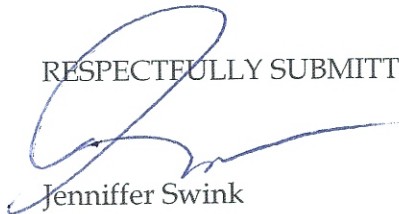
7.1 Next month's Board Meetings June 11<sup>th</sup> and June 25<sup>th</sup>.

8. **For the good of the District - Pool Temperature:** MB had someone mention the pool water temperature changed from 87 to 84 degrees. MG explained the pool does not have a policy on water temperature and it had never been set at 87 degrees. Our website states the pool is between 83-84 degrees. There have been some pool equipment issues where the temperature would spike and drop. The pool had been set at 85 degrees, but the natural gas bill was over budget. So, MG decided to lower the pool 1 degree to 84, the standard temperature for most pools, to see how much that would lower the gas bill. The BOD does not have discretion to change the pool temperature. It is the Aquatic Director that is the Budget Officer and maintains the facility. MG further explained the staff checks and documents the temperature, as well as the chemicals, of the pool throughout the day. MG has only had one patron ask her about the temperature of the pool since she lowered the temperature. She explained in trying to be a good steward of the budget she has lowered the temperature of the pool by 1 degree in hopes to save money and keep to the pool budget.

MG asked the BOD to give their "For the good of the District" comments or questions to NL or PB prior to their Leadership Meeting with MG the Tuesday before the next Board Meeting. That will allow MG time to address any questions or concerns and be prepared at the Board Meeting with answers or explanations.

7. **Adjournment** - MB moved to adjourn the meeting at 9:51p.m. and CF seconded.

RESPECTFULLY SUBMITTED:



Jenniffer Swink  
Recording Secretary



Paula Beck  
Board Vice-President