

**Minutes of 10/10/17 Molalla Aquatic District Board Work Session, 6:30 p.m.
Molalla Aquatic Center, Molalla, Oregon
Approved at 10/17/17 Meeting**

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

President Beck called the meeting to order at 6:34 p.m. All board members present. Community member Melissa Georgesen present. Adjustment to the agenda: Item 4.3 expanded to read: Policies

2) Public Comment: see below—4.1

3) Consent Calendar/Minutes

3.1 The Minutes of Oct. 3, 2017 were approved as written with a motion by Lucht and a second by Ferlan, all in favor, 5-0

3.2 Discussion re: retaining Work Sessions vs. going to all General Meetings

There was consensus to go to all General Meetings pending notification published in the Molalla Pioneer.

4) Old Business

4.1 **Discussion of Recruitment of Aquatic Director:** Steinbock. Salary range: \$55 K to \$75 K. Agreement to list some job requirements as “preferred”. Require a 6 month probationary period. Lincoln City lists the hiring process in their posting. Lucht proposed adding community members to the interview panel and stressed the legal requirement to ask all interviewees the same (certain) questions. Download a generic list of these or ask our attorney.

Motion: To Approve Steinbock spending up to \$150 to post Aquatic Director job at appropriate sites, made by Lucht, seconded by Bloch, approved, 5-0.

Georgesen suggested requesting Oregon Recreation and Parks Association post the job free pending our imminent membership in their organization. Also National RPA and League of Oregon Cities.

Steinbock: also Aquatic Job Network (\$30),

4.2 **SDIS Insurance Quote:** Beck. Not yet.

4.3a **Board Policies document:** Beck will refer this document to our attorney.

4.3b Personnel Policies:

Drug and Alcohol Policies revision—Lucht. MRSD will vote on their final draft update on 10/10/17. We'll wait for that and drop it into ours. Lucht: There is a complex balance needed between HIPAA privacy rights of employees and best practices for the District.

* We need to add volunteers to that policy.

* Perhaps we'll take out or revise the P. 7 Education component of the Communication section.

* P. 11 Art. 9: Take out “hours” in Exempt Employees section

* Lucht proposed conducting background checks after candidates are selected for interview”

* Art. 12: Change monthly pay period to semi-monthly.

* Art. 12: Any changes to Show-Up Pay will be checked with our attorney

* Art. 16: Change #hours of eligiility for Health Benefits: 32 hours

* Vacation Time: to be negotiated with Director.

* Sick Leave Policy is governed by the State. Lucht: Sick Leave and Vacation Time can be merged.

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* Family and Medical Leave: This needs to be reviewed by SDAO or our attorney.

4.4 **Action Plan:** Bloch, nothing new. Job Posting Target Date: 10/13/17 will be met.

5) New Business none

6) Committee Reports & Updates

6.1 Budget Cmte: none

6.2 Negotiation Team: Steinbock. Teams tentatively agreed on transferring \$50K from the settlement fund to MAD. Lucht: The MAD monthly budget assumes \$60K Hold Harmless Agreement—Lucht will check with Tony Mann on that. Lucht: The school district's liability insurance is with Pace, not Brown and Brown, as Ron Cutter was saying. July 1, 2018 taking ownship position: Linda and Mark. The boundary question deals with properties not formerly in the district. Lucht will represent the MAD board at the school board meeting discussion on the pool on Thursday, 10/12/17.

6.3 Treasurer's Report: none

7) Written Communications:

Letter from State Revenue Dept. describing the 3 payment options for state taxes.

8) Directors' Remarks: none

8) President's Remarks/Review Action Items/Review Next Meeting's Agenda

Action items:

Steinbock will post the aquatic director position.

Lucht will discuss the Hold Harmless agreement with adminiatration and represent MAD Board at the MRSD next meeting pool discussion and will bring up paying for the boundary question.

Beck will make Personnel Policies changes.

10) Upcoming Meetings

10/12/17 MRSD Board Meeting—Pool is on the agenda

10/17/17 MAD Board Meeting

10/19/17 Negotiation Team Meeting

11) Adjournment: Bloch moved, Ferlan seconded motion to adjourn, passed 5-0, 8:38 p.

Submitted, Marilyn Bloch, MAD secretary

