

**1. Call to Order:** Paula Beck called the meeting to order at 7:12 pm.

1.1 Roll Call:

Board of Directors (BOD):

Paula Beck, Board President Chair (PB)  
Rick Gano, Board Vice-President Chair (RG)  
Hendy Appleton, Board Treasurer and Secretary (HA) via Google Meet  
Claire Ferlan, Board Member (CF)  
Neal Lucht, Board Member (NL)

Staff:

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

Guest:

Greg McKensie, Next Up Leadership (GM)

**2. New Business**

2.1 Guest Speaker: Mr. Greg McKensie of Next Up Leadership: NL introduced Greg McKensie (GM). NL has worked with GM as a consultant for the Molalla River School District (MRS D). GM can help with evaluation procedures and tools. The BOD was frustrated with the previous tools used. NL hopes to create a tool that will last for years. GM gave a presentation. He explained the options and process of going through the wants and needs. GM would first meet with MG to learn about the different aspects of the Aquatic Director's (AD) job along with going over the employee contract. The key elements GM will work on is what, how and who.

1. What: AD's position, functions and tasks
2. How: Can be a checklist or setup another level of the tasks
3. What: BOD and other groups like Friends of the Molalla Pool and those that see the AD on day to day activities, like parents of kids taking swimming lessons

GM understands the BOD would like to do something more than the last evaluation which was seven to eight questions. GM further explained he would not make it terribly complicated. The evaluation would be similar to what MRS D has used for the last 10 years. The process is flexible. The BOD could implement some parts this year and more next year. MG contacted other Aquatic Districts to get examples of their Aquatic Director evaluations, which according to GM were very simplistic. GM went over the Evaluation Plan Outline, which was included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. The BOD asked what the next step would be. GM said once BOD approved, he will meet with MG from now through the end of the year to pull together elements of the job to be evaluated. Next, they will meet with NL and PB to review before sharing with the BOD in January 2022. GM said the first year is a pilot project, then the next year can be tweaked. MG explained she will not be writing up the evaluation, it will be GM. GM asked for more information on the strategic planning. He suggested tailoring the timetable for the AD evaluation to line up with the strategic planning. MG explained the strategic planning is in its infant stages. The BOD is starting next month with the Annual Retreat. NL moved to approve going forward with Next Up Leadership for the Aquatic Director evaluation. RG seconded. Motion carried, unanimously, 5-0.

2.2 Changes in the checking account: PB explained to the BOD the banks' requirements to remove Teresa Steinbeck (TS) and add Hendy Appleton (HA) to both the Columbia and LGIP bank accounts. The

Board Minutes need to include TS's resignation, HA being sworn into office and the BOD's motion to remove TS as a signer and add HA as a signer to the bank accounts. Board Member TS turned in her letter of resignation, which was acknowledged in our March 23, 2021 Board Minutes. Per our August 24, 2021 Board Minutes, HS was sworn into office by Board Vice-President Rick Gano filling the Board Member vacancy left by former Board Member TS. The Board President Paula Beck then appointed HA as Board Secretary and Board Treasurer. PB then stated she would add HA to the Columbia and LGIP bank accounts. RG moved to remove Teresa Steinbeck (TS) as a signer from both the Columbia and LGIP bank accounts and add Hendy Appleton (HA) to the Columbia and LGIP bank accounts. NL seconded. Motion carried, unanimously, 5-0.

### **3. Consent Agenda**

3.1 Approval of the Minutes: The Board Minutes were included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. CF moved to approve the September 28, 2021 Board Meeting Minutes as presented. RG seconded. Motion carried, unanimously, 5-0.

### **4. Public Comments:**

4.1 Geri Monroe with Friends of the Molalla Pool (FOMP) shared they are doing a fundraiser. They are collecting sneakers which will be recycled or repurposed. FOMP put a garbage can in the lobby of the pool to collect the sneakers. The sneakers can be worn out or brand new. The payout depends on the brand and condition. There is no postage cost.

### **5. Old Business**

5.1 Updating COVID Sick Policy and Return to Work: The policy committee had not scheduled a meeting prior to the BOD meeting. PB, HA & MG are the policy committee. MG explained COVID has evolved. When the initial policy was set there was no vaccine and there are now different variants. There is a need to update the policy to what COVID looks like today. HA shared the current COVID update, "if exposed but vaccinated and no symptoms, then there is no need to isolate". MG said there is no policy on vaccinations. HA trusts the employees to do the right thing. HA doesn't want to require vaccines. MG agrees. The policy committee set a date to meet on Thursday, November 4 at 1pm at MAC.

5.2 Automatic generator system to maintain the building when the power goes out: RG shared with MG that at the last BOD meeting CF said her son could install the generator system. MG said he could solicit a bid for installing a 5,000 watt (5kw) generator.

### **6. Committee Reports and Updates**

6.1 MAD Tasks: MG read through the BOD tasks, which is available online. JS included the instructions with the BOD packet. MG, PB and RG scheduled a leadership meeting for November 16 at 1pm. NL asked if the retreat will be available online. NL hopes to be able to Facetime and join the retreat on Tuesday, November 9.

6.2 Financial Report: The Financial Reports were included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. NL stated the November tax statements just hit everyone. MG was notified by the county clerk, the assessed taxes were lower than anticipated. MG shared they will receive a lump sum of taxes in November and then other taxes will trickle in every three months as people make their quarterly payments. CF had some inquires on the Financial Reports. MG explained the budget is divided by 12 months evenly, but the payments are not necessarily monthly. They could be paid the first of the month or quarterly. There are some new line items, like line 64, that the bookkeeper added which show zero in the budget column. Line 63 includes the chemical sensor under pool chemicals. CF asked where the Before/After School program income is listed. MG said the school program shows in the program revenue line. She further explained the dues for September are posted in October as this was a new billing process. By December the billing will be sent out and collected before the services are rendered. Currently there are three students in the morning program and five students in the afternoon program. The programs have started slow, but MG is expecting them to grow. CF said someone made a few comments about the Before and After

School programs: 1. is MG using the program personally; 2. is there a need in the community; 3. why are lifeguards doing daycare; 4. And are the lifeguards trained. MG explained MAC is a parks and recreation facility. The Before and After School programs are not daycare. The children participate in different activities like homework help, snack time, TV show to relax when needed, weather permitting outdoor activities, in the afternoon swim lessons and Friday's playtime swimming. The lifeguards and pool staff have ongoing training including "Child Abuse training". MG is part of our community and personally uses the programs and pays for the services like everyone else in the community. And she discussed with her bosses, the BOD, before using the programs. MG further explained she realized the need in our community when she was contacted by a school principal who was looking for both before and after school programs. The school principal thanked MG for offering these programs, because these programs fill both mental and physical needs. MG also learned the daycare facilities are full and looking for bigger spaces. She has been approached by some to rent space at the pool, but the rental cost would be too much for the services they offer. One daycare has five families on a waiting list. Some of those family members have had to quit their jobs to tend to their children. NL said there used to be funding in the 80's for programs like this. In setting a price for the Before and After School programs, MG looked at what the current rate is for daycare facilities. MG used those rates for MAC, plus the children get swim lessons. MG said there is no capacity limits. She believes they can accommodate at least 10 children. Parents are also very, happy, and complimentary of the new programs.

6.3 Operations-Management Report: The Pool Attendance Reports for Spring and Summer were included in the Board Packet which was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. MG shared the Pumpkin Plop was a success. She thanked Neal and Pam Lucht from NW Transplants for donating pumpkins; huge pumpkins. At least 80 people attended the Pumpkin Plop at three different times that were offered on Saturday. The attendees took home goodie bags and decorating kits. MG also told the BOD a new session of swim lessons began tonight. There are more signups in this session, so we are gaining momentum. The private lessons are holding the same numbers. NL commented on the new software system and the support from the staff. MG said the new system should ease the registration process. She is working on training the staff and improving customer service. She further explained to the BOD the old system is no longer available; unfortunately we had no choice but to change systems.

## 7. Upcoming Meeting

### 7.1 MAD Annual Retreat:

PB does not expect to use the full time of 10am to 4pm. She has scheduled guest speaker Bob Kiefer from Special Districts Association of Oregon (SDAO). PB invited FOMP to the afternoon strategic planning session.

7.2 Next month's Board Meeting will be November 23, 2021, 7:00 pm.

8. **For the Good of the District** - See above 6.3 where MG thanked NL for donating pumpkins.

9. **Adjournment** - NL moved to adjourn the meeting at 8:19 p.m. RG seconded. Motion carried, unanimously, 5-0.

RESPECTFULLY SUBMITTED:

Jenniffer Swink  
Recording Secretary

Hendy Appleton  
Board Secretary & Treasurer