

Minutes: 9/12/17 Molalla Aquatic District Board Work Session, 6:30 p.m.
Approved 9/19/17
Molalla Aquatic Center, Molalla, Oregon (action items underlined)

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

President Beck called the meeting to order at 6:32 p.m.

1.1 Present were: Teresa Steinbock, Marilyn Bloch, and Claire Ferlan (by speaker phone). Neal Lucht arrived at 6:45. Community members present: Geri Monroe, FOMP and Melissa Georgesesen.

1.2 No adjustments to the agenda.

2) Public Comment

Geri Monroe reported the Friends Of Molalla Pool (FOMP) yard sale this past Aug.26 brought in \$1000. FOMP will present a proposal to furnish new signage for the pool at the MAD Board 9/19 meeting.

Lucht: MCC has advised that they would be glad to hear proposals for signage.

3) Consent Calendar/Approval of Minutes

3.1 The Minutes of 9/5-17 MAD Work Session were approved with the following corrections: in 4.1: The phrase "Discussion to present bullet points then?" ? was removed; the phrase "a clear separation" was removed; 7.0 website email from person whose son—changed to daughter—wants to apply for a lifeguard position. Motion to approve made by Steinbock, seconded by Ferlan, approved 5-0.

4) Old Business

4.1 Action Plan Update—presenter: Bloch. (Appendix 1)

Work completed was listed: Action Plan, Month-by-Month Budget, Resolutions 1-8, LB 50 document to county assessor, aquatic director job duties and responsibilities document, mission and vision statements, bank account, survey.

Changes made since last presentation: Added 1) Board approves final Draft IGA 10/17/17; 2) Board approves attorney changes Final Draft IGA 10/24/17; 3) MRSD approves Final Draft IGA.

Tasks remaining: Hiring contractors for: 1) insurance: liability, facility and benefits; 2) bookkeeper, accountant for public financial statement, cpa for audit; 3) phone & internet: Beck volunteered for this; 4) security; 5) maintenance; 6) transferring utilities; 7) approving Personnel Policies document (target date : 10/17/17).

Lucht will request a report of all Pool Settlement expenses from Mr. Gill as well as an answer to the government entities we need to report the public financial statement to. He has met with Supt. Mann and MRSD board chair Nunn, reminding them to let the MRSD board pool sub-committee do its work.

5) New Business none

6) Committee Reports

6.1 Budget: completed.

6.2 Negotiation Team—presenter: Steinbock. Presented Bullet Points for IGA/Lease. (Appendix 2)

6.3 Aquatic Director Salary: postponed

7) Written Communications: none

8) Directors' Remarks

Bloch: (for the good of the district). Requests that as board members we furnish documents intended for a meeting in digital form with an appropriate date in time to allow us all to make wise decisions, that we check email regularly, and that we forward documents received to board members in a timely manner.

Lucht: cautions us not to conduct business in serial email communications between meetings and to communicate only through the chair.

9) President's remarks, review action items, review next meeting's agenda items

Added to the agenda: a FOMP proposal to furnish additional signage for the pool. Query: shall there be a FOMP report as a regular agenda item? Chair has a copy of MRSD's invoices for pool repairs.

10) Upcoming Meetings

9/19/17 Work Session: 6:30 p.m.

9/26/17 Regular Meeting: 7:00 p.m.

Executive Session:

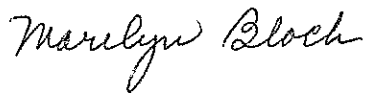
Chair Beck called the executive session to order at 7:20 p.m. The executive session was held pursuant to ORS 192.660(f) for the purpose of discussing confidential attorney-client communications.

Chair Beck adjourned the executive session at 7:56 p.m.

11) Adjournment

Steinbock moved and Lucht seconded a move to adjourn the meeting. Adjourned, 5-0, at 7:56 p.m.

Submitted, Marilyn Bloch, Molalla Aquatic District Board Secretary



Revised Action Plan: Molalla Aquatic District Board, 9/12/2017

Overall Goal: Operate Molalla Aquatic District pool in an efficient manner which is responsible to the community.

Goal 1: Open Molalla Pool to the public: Target date: 11/15/2017, Revised Date: 12/18/17

Sub-Goal 1.1: Negotiate lease with MRSD Target date: 10/24/2017

	Items to be done	Target Date	Revised Target Date	Completed	Board Member(s)
1.1.A	Negotiating teams meet	8/4/2017		8/4/2017	Steinbock, Beck
1.1.B	Month-by-Month budget completed	8/24/2017	9/5/17	9/5/17	Lucht
1.1.C	Approve amount of funds to request from MRSD	8/29/2017	9/5/17		All
1.1.D	All Board present: Approve MAD IGA Draft 1	8/29/2017	9/12/17		All
1.1.E	Receive review by attorney	9/1/2017	9/19/17		All
1.1.F	All Board present: Approve attorney changes, MAD Draft 1	9/5/2017	9/19/17		All
1.1.G.1	MAD IGA Draft 1 presented to MRSD	9/7/2017	9/20/17		Steinbock, Beck
1.1.G.2	Receive MRSD IGA Draft 1		9/21/17		All
1.1.H.1.	All Board present: Approve MAD IGA Draft 2	9/12/2017	10/3/17		All
1.1.H.2	All Board present: Approve attorney changes, MAD IGA Draft 2		10/10/17		All
1.1.I	Negotiating Teams Meet, Formulate Final(?) Draft IGA	9/14/2017	10/12/17		Steinbock, Beck
1.1.J	All Board present: Approve Final Draft IGA		10/17/17		All
1.1.K	Approve attorney verified Final Draft		10/24/17		All
1.1.L	IGA MRSD approves Final Draft IGA		11/9/17		

Sub-Goal 1.2 Hire Aquatic Director Target date: 10/12/2017 Revised Target Date: 11/21/17

	Items to be done	Target Date	Revised Date	Completed	Board
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1.1.A.	Approve Job Requirement	8/8/2017		8/15/2017	Steinbock
1.1 B.	Advertise Job	9/15/2017	10/13//17		All
1.1.C.	Close application period	9/22/2017	10/27/17		
1.1.D.	Interviews end	9/29/2017	11/10/17		All
1.1.E.	Select Aquatic Director	10/5/2017	11/14//17		All
1.1.F.	Background check; hire director	10/12/2017	11/21/17		All

Sub-Goal 1.3: Approve needed policies & documents Target date: 9//2017

Items to be done	Target Date	Revised Target Date	Completed	Board Member(s)
1.3.A Personnel Policies and Procedures	9/22/2017	10/17/17		All
1.3.B.1 Mission Statement	8/29/2017		8/29/17	All
1.3.B.2 Vision Statement		10/17/17	9/5/17	All
1.3.C Get a BIN	8/22/2017	Pending		Beck
1.3.D. Other necessary policies	9/22/2017			

Sub-Goal 1.4: Complete Contracting Tasks: Target Date: 10/15/2017

Items to be done	Target Date	Revised Target Date	Completed	Board Member(s)
1.4.A Liability Insurance for Board, District	10/17/2017			
1.4.B Accountant hired	10/17/2017			
1.4.C Utilities Started	10/17/2017			
1.4.D Phone, internet, security	10/17/2017			
1.4.E Maintenance contractors hired	10/17/2017			
1.4.F Inspection of Pool	9/15/2017			
1.4.G Open Bank account	8/23/2017		8/24/17	Beck, Bloch

Sub-Goal 1.5: Employee requirements: Target Date: 10/15/2017

Items to be done	Target Date	Revised Target Date	Completed	Board Member(s)
1.5.A Payroll contractor hired	10/17/2017			
1.5.B Benefits contractor hired	10/17/2017			

Sub-Goal 1.6: Marketing & Survey Target Date: 10/15-11/1/2017

Items to be done	Target Date	Revised Target Date	Completed	Board Member(s)
1.6.A Survey			8/29/17	Steinbock
1.6.B Signage	10/17/2017			
1.6.C Letterhead	11/1/2017			

1.6.D Mailings				
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Appendix 2: Molalla Aquatic District Board Minutes 9/12/17
Suggestions for MAD/MRSD Lease/IGA
9/12/17

1. Both parties commit to a smooth transition in management of the facility
2. Six month lease for operation and maintenance of the facility from January 1, 2018 to June 30, 2018 ending in transfer of ownership of pool and land surrounding the facility to MAD.
3. One half of current funds being held for the pool to be transferred to MAD upon signing of this agreement to allow search for pool director and other startup costs.
4. Remaining one half of funds to be held by MRSD to assist if unforeseen circumstances arise. When the facility changes ownership the balance of these funds would be transferred to MAD.
5. MAD will maintain general liability insurance with coverage of at least \$1 million. MAD will also maintain fidelity bonds for its financial officers.
6. MRSD will maintain insurance for the facility during the term of the lease.
7. MAD will be responsible for establishing and conducting community swimming activities and programs.
8. MAD will be responsible for hiring and managing qualified personnel to staff the pool.
9. MAD will monitor water quality and filtration systems including plumbing and chlorination systems.
10. MRSD will be assured of priority scheduling for swim team and swimming lessons.
11. MRSD will hire and supervise coaches for the MRSD swim team. MAD employees will be eligible to apply for these positions.
12. An ongoing joint coordination committee will be established to agree on scheduling for swim team and swimming lesson.