

**Approved Minutes of April 10, 2018 Molalla Aquatic District  
Board Meeting, 6:30PM, Molalla Aquatic Center, Molalla, Oregon**

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

Chair Beck called the meeting to order at 6:31PM. In attendance were MAD Board members Teresa Steinbock, Claire Ferlan, Neal Lucht, Marilyn Bloch and Paula Beck as was Aquatic Director Melissa Georgesen. Community member present was Russ Riggs, formerly of Friends of Molalla Pool. There were no adjustments to the agenda.

**2) Public Comment:** postponed to 5.1

**3) Consent Calendar, Minutes**

3.1 The Minutes of April 3, 2018 MAD Board Meeting were discussed, specifically item 9.2—the email from MRSD Finance Director Rick Gill. Beck feels that any sub-committees of the IGA Work Group should be overseen by the committee-as-a-whole, while Lucht feels it's not an important distinction.

The Minutes were approved as written with a motion by Ferlan and a second by Lucht. The motion passed unanimously.

**4) Old Business**

4.1 Integration of Bookkeeper/Paychex Functions—discuss schedule for completion.

Georgesen noted that Paychex needs to work with the bookkeeper. She's been speaking with Amber of Paychex about requirements. Bloch observed that the MAD Accounting and Financial Policies document specifies that the District utilize a bonded bookkeeper. Lucht responded that a CPA license satisfies that requirement. The Accounting document will be changed to reflect this at the next meeting. Steinbock inquired about the necessity to put tags on MAD equipment. Lucht said that an inventory list is required, on, e.g. an Excel Spreadsheet. Georgesen will provide this list.

Bookkeeper Ilene Waldorf will be invited to the next board meeting for which she is available.

4.2 Maintenance issue re: pump seal—Georgesen explained that it's not the pump seal, but the seal on the sand filter that's a problem. This needs to be done while the pool is closed.

**5) New Business**

5.1 Maintenance Review—Discuss Russ Riggs' letter with re: to OSHA Requirements.

Fire alarm inspection requirements are being met.

Georgesen explained that The Lochinvar unit controls the hot water heater. The Dectron unit controls the heating system for the pool. It is controlled by a computer, which is checked daily. The units on the north roof are 2 Linux units and 1 Reasoner unit. We are exploring energy efficiency with EcoTrust NW.

Riggs recommended identifying on the diagram the direction: N, S, E, W of each roof unit.

Lucht requested our HVAC rep. give us a short tutorial on the equipment involved at a board meeting. Georgesen will invite them, perhaps for an April meeting.

#### 5.2 Approved Vendor List—Beck

Beck said we need an updated vendor list. Georgesen will send this out and add any needed mailing addresses. Lucht said that the Vendor List is a constantly updated document subject to ongoing approval by the board.

### 6) *Committee Reports and Updates*

#### 6.1 Budget Committee Schedule—Georgesen.

Lucht offered to help prepare the 2019-2019 Budget. This is not subject to board approval, until after the budget committee approves it. The first budget committee meeting is lengthy and should be separate from the MAD board meeting. Subsequent meeting(s) could be held a half hour or so before the MAD board meeting. Georgesen will present the schedule next meeting. Beck will provide her with the times prospective budget committee members are not available.

### 7) *Written Communications—Georgesen*

We have received notice of a new law that requires .1% of wages to be sent to the Department of Revenue. Lucht noted that SDAO offers a one-year internship with a district. We may pursue this option in the future.

### 8) *Directors' Remarks*

Ferlan reports we haven't been receiving copies of our checks as ordered. She will inquire. Georgesen reports \$3000-\$4000 in income for 68 children enrolled in lessons. Classes are almost full.

### 9) *President's Remarks, Review Action Items, Items for Next Week's Agenda.*

**Action items:** Updated Vendors List, Inventory List, Invitation to HVAC to brief Board on HVAC equipment—Georgesen, Prospective budget committee members' unavailability—Beck, Accounting document revision as in 4.1—Lucht; Invitation to accountant Waldorf to attend next MAD Board meeting, Columbia Bank inquiry of lack of check copies—Ferlan.

**Next meeting agenda items:** 2018-2019 Budget and budget committee schedule presented, Accounting document changes, Accountant Waldorf presenting (proposed).

### 10) *For the Good of the District*

Georgesen reports that there is an average of 10 in the Water Fitness Classes, with Jolene's a high of 24. She will be getting flotation belts and a mike for instructors. The Party Room has been scheduled for this Saturday.

Ferlan appreciates seeing the “Pool Open” signs provided by Friends of Molalla Pool all over the community. Riggs inquires of the possibility of announcements by MRSD of pool offerings besides

lessons. Suggestion for Aquatic Director to speak at the monthly Chamber of Commerce event. Bloch reported a friend's experience returning to our pool has been delight in the clean, bright conditions, warm water, and friendly staff.

***11) Upcoming meetings***

April 17, 2018 Molalla Aquatic District Board Meeting, 6:30PM.

April 24, 2018 Molalla Aquatic District Board Meeting, 7:00PM.

***12) Adjournment***

Lucht moved and Bloch seconded a motion to adjourn. The motion passed unanimously at 7:52PM.