

**Approved Minutes of the April 17, 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 6:37PM. Board members present were Teresa Steinbock, Claire Ferlan (arrived at 6:45), Neal Lucht (left at 7:00), Marilyn Bloch, and Paula Beck, as was Aquatic Director Melissa Georgesen. Adjustments: #8 was re-defined as Aquatic Director's Remarks and added in as #9 was Board of Directors' Remarks. Also, #6. Committee Reports and Updates was placed after #3 and an IGA committee report was added as 6.3 and placed first.

***2) Public Comment:*** none

***3) Consent Calendar, Minutes***

3.1 The Minutes of April 10, 2018 were approved as written with a motion by Lucht and a second by Steinbock. Motion passed unanimously.

3.2 Accounting and Financial Policies Manual changes were given the first reading: the term “or CPA bookkeeper” was added after “bonded bookkeeper” in each place “bonded bookkeeper occurs (2 places). Lucht explained that the whole Accounting document can be edited before the second reading of the changes.

***6) Committee Reports and Updates***

6.3. Lucht reported on a meeting last week with MRSD finance director Rick Gill and city of Molalla staff: public works director, city planner, an engineer, and the consultant surveyor, Tony Brooks. The city staff are tasked with cleaning up property anomalies in the northeast part of the city. The school district purchased 2 lots there before they were in the city limits. The zoning is “public use”, but the underlying zoning category was not specified.

Surveys were done, but not filed or platted. Property lines need to be fixed. There are no easements for public works services. Maps of water and sewer lines don't match. A main public sewer line runs west from the pool across the old community garden area; that area can't be zoned residential at present. The storm water from the pool roof drains into the sewer system; the city will change that at their expense.

***4) Old Business***

4.1 Response to Mr Riggs inquiries re HVAC equipment, maintenance, etc. --Georgesen  
Georgesen has asked Oregon OSHA to provide their free consultation and HVAC has been invited to give the board a tutorial at a board meeting. Tags for monthly fire extinguisher inspection have been installed and an OSHA-compliant safety binder has been prepared. There is a check list for weekly inspection of HVAC air conditioning units. All reports are available to the public.

***5) New Business***

5.1 Review updated vendor list for approval—Georgeses  
Georgeses presented the present vendor list.

**A motion to approve the present vendor list was made by Steinbock and seconded by Ferlan.  
Motion passed unanimously.**

**6) Committee Reports and Updates (continued)**

6.1 Proposed Budget for 2018-2019 Fiscal Year & Budget Committee Schedule—Georgeses

Schedule: Budget Committee meetings on May 8 and May 15, 2018 at 7PM. There will be public comment periods at both meetings. Georgeses is working with Melanie Cutler of Dept of Revenue Property Tax Division. Georgeses will inquire about the legality of making the proposed budget available to the public before the first Budget Committee meeting.

There will be \$100,000 in carry-over for the first 5 months of the next fiscal year, before revenues come in \$50,000 came in from MRSD from the city-school district settlement fund.

Report on pool use: Party rentals have been happening and will be publicized. Options to expand concessions to higher ticket items like bathing suits, goggles, t-shirts, hats are being considered.

6.2 Treasurer's Report—Ferlan.

Present balance in Columbia Bank is \$82,764.88. After paying outstanding bills, it will be: \$38,363.98. The Local Government Investment Pool balance is \$361,503.61. The check register will be submitted before her absence at next week's meeting.

Question about the landscaping work of \$805. That was for a one-time sprucing up of the landscape. It appears that the west-side swale pruning was missed. Georgeses will contact landscapers for maintenance work. MAD does not have yard waste disposal.

Ferlan inquired about our attorney's bill for recent work. Beck will direct the attorney to send the bill to Ferlan.

**7) Written Communications--Georgeses**

Invoices for the treasurer.

**8) Aquatic Director's Remarks—Georgeses**

**Aquatic Center Attendance Numbers:**

**Mar. 31:** 190 swimmers;

**Apr. 2-8:** 315 total, Lap swim (6a.-1p): 51; Fitness (6a): 20, Fitness (8a): 2, Tot Time: 2, Fitness (12p): 0, Lap swim (3p-7p): 20, Open swim: 220, 5:30, Fitness (5:30p): 0.

**Apr. 9-15:** 486 total; Lap swim (6a-1p): 108, Fitness (6a): 35, Fitness (8a): 27, Tot time: 5, Fitness (12p): 8, Lap swim (3p-7p): 10, Open swim: 226, Fitness (5:30p): 33

Learn-to-Swim Enrollment: 92 (11 on wait list)

Private Lesson Enrollment: 9 (with a wait list)

Fitness classes are well-attended, with returning and new attendees.

Georgeses is inquiring about masters and age group swim teams. She is in the talking stage with Providence Physical Therapy. There is another lifeguard training at the end of the month. One taking it will be a volunteer lifeguard. An excellent software program, Win to Work, has been purchased to keep track of scheduling employees, taking in consideration availability and other individual parameters.

Georgeses advised joining Association of Aquatic Professionals, the national version of the Oregon

Recreation and Parks Assn. Board approved her joining at \$40 per year. Board will explore the benefits of joining the organization as a board.

**9) Board of Directors' Remarks**

Steinbock reported that patrons are pleased that the locker rooms are no longer cold.

**10) President's Remarks, Action Items, Items for next week's agenda**

**Action Items:** Beck to direct attorney to send invoices to treasurer; Georgesen to send vendors list and responses to Mr. Riggs' inquiries, check with Melanie Cutler at Dept. of Revenue re legality of making proposed budget public before the first budget committee meeting, contact possible landscape vendors; Ferlan to submit the check register before next week's meeting; Bloch to check with FOMP re the proposed Reader Board Sign.

**Items for next week's agenda:** second reading of Accounting Manual changes, Budget committee final schedule

**11) For the Good of the District:** to be continued.

**12) Upcoming Meetings:**

April 24, 2018 MAD Board Meeting, 7:00PM

May 1, 2018 MAD Board Meeting, 6:30Pm

May 8, 2018 MAD Budget Committee Meeting, 7:00PM

May 15, 2018 MAD Budget Committee Meeting, 7:00PM

**13) Adjournment**

Motion to adjourn was made by Steinbock and seconded by Ferlan. Motion passed unanimously at 8:14PM.

Submitted, Marilyn Bloch, MAD Board Secretary