

**MINUTES**

**1. Call to Order:** Neal Lucht called the meeting to order at 7:04 pm.

1.1 Roll Call:

Board of Directors (BOD):

Neal Lucht, Board President Chair (NL)  
Paula Beck, Board Vice-President Chair (PB)  
Marilyn Bloch, Board Secretary (MB)

Staff:

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

Absent:

Claire Ferlan, Board Treasurer (CF)  
Teresa Steinbock, Board Member (TS)

**2. Consent Agenda - Agenda Action Items:**

2.1 NL postponed approval of January 22, 2018 Provisional Minutes to February 26, 2019 Board Meeting.

**3. Public Comments:**

3.1 None

**4. New Business:**

4.1 None

**5. Old Business:**

5.1 Future: NL reviewed and added to the chart from the Annual Retreat:

a. Future Property Use

- i. Items listed on Community Future Survey - see bar graph provided via email prior to the Board Meeting
- ii. Setbacks and current pool footprint for second pool
- iii. West side employee parking

b. Facility Amenities

- i. 2<sup>nd</sup> pool

c. Equipment Upgrades and Repairs

- i. Maintaining current facility
- ii. UV
- iii. Lockers

b. Events

c. Board Development

#### d. Finances

MG listed items on the initial Future Facility Survey that are currently doable - splash pad, UV hot tub, climbing wall, locker room remodel, dressing rooms, dry sauna/steam room. MG said MAD can use FOMP (Friends of the Molalla Pool) to fundraise for the current list above.

MB asked about considering using the east side of the property as an additional parking lot. NL said you would need to change the variance with the city. NL suggested speaking with MRSD (Molalla River School District), our neighbor, to see if they would support and assist with the variance change to build right to the property line. Variances can change, currently the variance is 10 feet, but could change to 30 feet in the future. NL further stated setbacks are for liability with neighbors. The Boundaries Committee needs to meet with IGA (Intergovernmental Agreement) on or before the 1<sup>st</sup> of June. PB and MB can speak with Rick at MRSD on a casual basis about the property boundaries. NL agreed. PB summarized the property use:

1. West - Room for employee parking
2. East - Room for additional facility
3. East - in the meantime, use as additional parking

MG will pay Survey Monkey for their full survey services, which is a monthly fee of \$37. NL wants to use the survey as an indicator. PB listed other future items like replacing equipment and adding UV filtration, but those items would be difficult to include in a survey. NL would like the community survey (public opinion) expanded before talking with MRSD on boundaries and MAC's future plans and dreams. PB said the community is growing. What will happen in 15-20 years? When considering expansion in the future, what would the community like to see? NL would like the formulation of the questions different, not just focused on the facility. JS and MG said the survey can be edited with many options like having the participant rank things in order of importance. MG will ask FOMP to help try boosting the number of completed surveys.

What did the original pool plans include? Was there a hot tub in the original plans? MG will look up the original plans. PB wants to know how to bring the future plans into the discussion. NL said as the BOD sees the future, MAD needs to plan for reserving long range funds. Will the community support funding an expansion of the current facility? MG said the permanent tax rate covers current facility and operations. MAC doesn't have the tax rate to run future plans. When is MRSD going out for a bond for their building projects? MAD does not want to get a bond during the same time. NL said MAD can put some funds away for the future. MAD should look at long term reserves to expand the facility by saving current funds verses expectation in raising taxes in the future. MG said the future funding will be part of the budget talks. The budget goal is to take care of this facility, which we are doing well. MG believes the current budget may have funds for UV. PB said we don't want to cutoff the possibilities for the future like a second pool, space for a park, a certified playground and parking lot.

NL said the facility is running well and is managed well.

More discussion related to planning below, see 6.1

## 6. Committee Reports and Updates

6.1 Operations-Management Report: MG shared the high school swim team has ended for the season. The pool schedule has shifted back including adding Water Walking at 5:00 pm back into the schedule. The boiler is down today, MG not sure why. She has a local technician trouble shooting the problem. He was able to get it going but it shut down again. This problem will cause the air to be humid and stagnant and could cause the windows to crack. If they cannot get it fixed tonight, MG may need to close the pool in the morning.

MG needs to hire more staff to run all of MAC's programs. She may have to shut down some programs until additional staffing. Currently, MAC is down two water fitness instructors, three water safety swim lesson instructors, one front desk person and five lifeguards. MG is thankful for Kathleen who volunteers on Sundays. NL suggested putting word out to the community for volunteers and hiring. MG reminded the BOD there is a required \$25 background check for those over 18 years. MG limits the hours to part-time. She explained it's not steady work and people want full time work with benefits. PB asked if MAC needs to pay more.

Starting at the next Board Meeting Twila, the bookkeeper, will provide a monthly. She is completely caught up with the books and reconciling the checkbook in QB (Quickbooks). She is working with MG on streamlining payables. MG now has payroll all electronic through PayChex's direct deposit. Paychex will provide login online or send an email with the paystubs. MG also has some fitness instructors rolled over to 1099 independent contractors. She had them complete a W-9. NL and Twila got all the budget information in QB. Twila will have a budget to actual report on February 26<sup>th</sup>. MG said it is very easy to work with Twila. She comes in twice a week. She will have the 2017-2018 budget details as well. BOD need to let MG know what financial reports they want to see. CF is concerned about the first aid supplies.

Larry Doris and son started a new hvac business, A-1. MAC can leave current hvac contract and go with A-1. A-1 is cheaper. A-1's service contract agreement was emailed prior to the Board Meeting.

Geri with FOMP will bring in FOMP t-shirts, which will be sold at the front desk to help raise funds.

TS, CF and MG met with Mr. Dave Luce from MRSD. Both sides shared their proposals for school swim lessons. MAC proposed \$10 per student for a two week block of lessons. MRSD wants a three year commitment at that price. PB is skeptical of the three year commitment because MAD wants to build a program. MB is unclear if MRSD is committing every child in a certain grade. NL said this is a budget issue for MRSD. MRSD can't make every child go but they can provide an opportunity for every child. MRSD is providing transportation. The goal could be for MRSD to provide swim lessons for every student in a particular grade, like all 4<sup>th</sup> graders. NL sees this as a two part process: 1. get swim lessons up and running; 2. the longer process, work with MRSD on building the program with curriculum, putting together a vision with how P.E. can include swimming. NL said MAC needs to get the first thing done. With the three year commitment MRSD will use MAC for students. This will get a number of swimmers building relationships with MAC in turn creating more user ship of the pool. PB agreed the first step will not prevent the second step of building the program. Mr. Luce's proposal is agreeable including MRSD will commit one grade level with opportunity to renegotiate during the third year term. MG said MAC will be paying instructors more in three years. PB suggests informing Mr. Luce that MAC is providing lessons at cost and MAC can predict the cost to provide lessons won't be the same in three years. NL said a 5% increase in 2021 at \$10.50 is reasonable. MAC is not out to make a profit with MRSD swim lessons. MAC has other profit making programs. MG is concerned running at cost will burden MAC's bottom line. She is looking at 2-3 volunteers that want to help, who have a valid instructor certification. NL said the bigger picture is to get Molalla kids water safe and as we grow work on building the program. MG recapped swim lesson cost 2018-2019 \$10, 2019-2020 \$10 and 2020-2021 \$10.50.

6.2 Board Tasks: MB asked if all BOD have watched the two videos on security. NL, MB and PB have watched the videos.

SDAO (Special District Association of Oregon): PB attended the SDAO conference last weekend. PB attended workshops: 1. Paid Equity; 2. Legislature Summary; and 3. Cyber Security Checklist. PB will send an email with instructions on how to get the notes from these workshops.

PB said MAD needs to schedule employee review and evaluation. It's been over a year. NL is the only BOD that has experience with evaluations. An evaluation done well is done continually, the same way each year, looking at trends, setting goals for the employee to strive for and achieve. MRSD uses an

outside service. MRSD BOD does the review, but uses forms from the outside service. Each MRSD BOD fills out a review; then the outside firm collects the reviews and calculates the data. PB said SDAO provides training of the process for BOD evaluating staff. Categories on review were personnel, management and budget. NL will ask if the outside service MRSD uses for staff evaluations works with other districts. The fee is \$500 and NL believes is a good way to get the BOD on the same page. PB will call SDAO about HR reviews and see if they have a template for evaluations. PB doesn't want things in the evaluation to be misunderstood. NL said there needs to be an area for feedback or where to grow, but the BOD needs to be careful with words like 'weak' here or 'strong' there. Where do you want the focus without taking focus off of other goals.

6.3 Financial Report: Account Statement was handed out at the Board Meeting. There was no discussion.

## 7. Upcoming meetings

7.1 Next Molalla Aquatic District Board Meetings February 26, 2019 which will include appointing the Budget Committee. MG and JS will not be in attendance.

8. For the good of the District - None

9. Adjournment - MB moved to adjourn the Board Meeting at 8:73 pm. PB seconded. Motion carried.

RESPECTFULLY SUBMITTED:



Jenniffer Swink

Recording Secretary



Marilyn Bloch

Board Secretary