

**Minutes of the February 27, 2018 Molalla Aquatic District Board of Directors Meeting, 7:00PM,
Molalla Aquatic Center., Molalla, Oregon, Approved 3/6/18**

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

Chair Beck called the meeting to order at 7:00 PM. All Board members were present as was Aquatic Director Melissa Georgesen and Friends of Molalla Pool President Geri Monroe.

2) Public Comment: none

3) Consent Calendar, Minutes

3.1 Minutes: The Minutes of February 13, 2018 were approved as written with a motion by Lucht and a second by Ferlan. The motion passed unanimously.

4) Old Business

4.1 Discussion of Accounting Policies and Procedures—Lucht

The revised Accounting Policy was read and discussed. Changes: P. 2 “ACCOUNTING SYSTEM: Internal Controls: Funds:(Bullet point 1) Add “Grants”; P. 10: Expenditures and Allowability of Costs--#2. Change “\$5,000” to “\$50,000.” #3. Change “\$5000” to “\$50,000”. #4. Change “TTAD” to “MAD”. “CREDIT CARDS last sentence: “...a card will be issued bearing the name of the individual” Add “and the District.”

Lucht pointed out that regarding P. 9 #1: original receipts as required documentation of expenses are difficult, but essential to keep track of.

The revised Accounting Policies will be presented at the next Board meeting for adoption.

4.2. Discussion of Personnel Policies and Procedures—Beck.

The remaining changes needed to the Personnel Policies deal with changes in the law regarding Drugs and Alcohol, Gun Safety, Sexual Harassment, and Marijuana. Beck proposed we refer the Personnel Policies to our attorney for updating.

Bloch moved to refer the MAD Personnel Policies and Procedures to our attorney for updating. Lucht seconded the motion. The motion carried unanimously.

4.3 Discussion of Amendments to Treasurer's Duties of the Board Policies and Procedures Manual: Ferlan and Bloch.

Georgesen is planning to hire part time staff for the front desk to aid in MAD's Risk Management policies.

Lucht proposed folding the amended Treasurer's Duties into the new Accounting Policies and Procedures document and putting a reference to the Treasurer's Duties section in the Board Policies document. Board tentatively agreed.

5) New Business

5.1 Budget Review: Lucht

Estimated monthly expenses are \$39,000. \$28,000 we didn't spend. Need \$50,000 in Contingency Funds and \$48,000 (10% of \$478,000) for '18-'19 = \$100,000 for Reserves.

5.2 Discussion Regarding Lifeguard Class Review, Application Review, Quotes for Repairs, Project List, Timeline and Projected Expenses: Georgesen

Georgesen's advices: 1) Chemical Automation is valuable because we lost a sump pump due to no notice that it was failing. 2) The media in the sand filters was replaced in '10 or '11. Takes a full week to replace. 3) Georgesen is not in favor of closing at the end of the summer. 4) Waiting for quotes for locker room counter replacement, main lighting in natatorium,

See Attachment 1: Works in Progress 2018

Work in progress and completed: Stanley Steemer steam cleaning locker rooms, natatorium tiles and carpeting at \$2777.00; HVAC ongoing contract at \$4311.00; Anderson Poolwork replacing circulation pump at \$5279.33; Don Frank Floors replacing entry door mat, replacing and repairing tiles in locker rooms, scrub and seal ADA room and back entry and remove and replace tiles and grout in natatorium at \$11,875; and Everything Outdoors landscape cleanup at \$850.00. Total \$25,092.33.

Motion to approve Willamette Valley Security, Inc. Security and Monitoring System at \$7719.60 was made by Ferlan and seconded by Lucht. Motion passed unanimously.

Though not a requirement (Under \$10,000) The Board approved the Oregon Pump and Plumbing work at \$3,023.88.

Motion to approve Anderson Poolworks installation and work at \$20,886.45 approved by Bloch and seconded by Beck. Motion passed unanimously.

Repairs Approved This Meeting:

1) *Willamette Valley Security, Inc.:* Security System--\$1,165.00, Fire Alarm System--\$320.00, Camera System--\$5,955.00, Total: \$7440 plus Security System monitoring--\$29.95/month and Fire Alarm Monitoring--\$39.95/month.

\$7440 plus Security System monitoring--\$29.95/month and Fire Alarm Monitoring--\$39.95/month = \$279.60 (Mar. - Jun. 2018)

\$7719.60: Total

2) *Anderson Poolworks:* Chemical Room General Repairs--\$6790.00, Chemical Automation--\$9641.25, Replace Autofiller--\$3,139.00, Back-up Circulation Pump Motor-material only--\$1,316.20, Total: \$20,886.45.

\$20,886.45: Total

3) *Oregon Pump and Plumbing:* New Toilet Seats--\$489.06, Rebuild Existing Flush Mechanisms--\$736.06, Repair Existing Classroom Sinks--\$414.42, Repair Existing Lobby Sink--\$256.41, Repair Existing Office Sink--\$256.41, New ADA Shower Trim--\$404.30, Replace ADA Bathroom Faucet--\$467.22. Total: \$3023.88.

\$3023.88: Total

\$31,669.93: Total approved at this meeting

2/4 Provisional Minutes of February 27, 2018 MAD Board Meeting

\$25,092.33: Approved previously
\$56,482.66: Total completed or approved

Lifeguard training: 12 lifeguards were trained last weekend, paying \$150 each, as well as 4 veteran lifeguards for a refresher. Water safety class at end of March.

Job Interviews: will happen the week of March 12. Board members are invited to sit in on a rotating basis.

Fees and Schedule Proposal will be presented to the Board soon.

Project List: Locker room countertops, Natatorium painting, and Main Lighting in Natatorium needing quotes and clarifications.

Notes on Painting Quotes:

Bratcher, at \$30,736 for natatorium ceiling cleaning and repair and repainting walls.

Yahweh, at \$5,600. Bratcher estimated 40 hours to complete. The pool does not need to be drained, just covered.

These quotes are so divergent that Georgesen will get more details about each quote.

Timeline:

Spring Vacation Week: Train lifeguards

Easter Week-End: An Event, possibly an Easter Egg Hunt

April 2: Opening, offering light lessons, not school lessons.

6) Committee Reports and Updates

6.1 Treasurer's Report: Ferlan

Local Government Investment Pool: \$440,630.94. Columbia Bank balance: \$47,971. There are outstanding bills.

6.2 Action Plan: Bloch.

At the SDAO annual conference, Mark Hokkanen of Tualatin Hills Parks and Recreation District offered to bring some of their staff to a MAD board meeting to answer questions and give us advice.

Board will consider the offer, possibly for the April general meeting, and collect questions to decide on their offer.

7) Written Communications: none

8) Aquatic Director's Remarks: see above, 5.2.

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

Item for Agenda: Accounting Policy.

10) For the Good of the District: postponed

Friends of Molalla Pool Report: President Geri Monroe.

FOMP met with city of Molalla Public Works Director Gerald Fisher. The city offered to make and install signs for the pool on other-than state highways: at Francis and Cole, Francis and Molalla Ave, Cole and Shirley, and Toliver and Molalla Ave.

She relayed a message from Fisher that the city will be re-plumbing the pool building's drain to disconnect it from the sewer.

11) Upcoming Meetings

March 1, 2018 Local Government Budget Training at CCC 9 AM-3Pm.

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

12) Adjournment

Motion to adjourn was made by Lucht and seconded by Steinmont. Motion passed unanimously at 10:20 p.m.

Submitted, Marilyn Bloch, MAD Board Secretary