

**Minutes: Molalla Aquatic District Regular Meeting, July 25, 2017, Approved
Aug. 22, 2017
Molalla Aquatic Center, Molalla, Oregon**

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

Vice-President Neal Lucht called the meeting to order at 7:04 p.m. Board members present: Claire Ferlan, Teresa Steinbock, Marilyn Bloch. Paula Beck present by speaker phone.

Community members: Lucy Allison-Pursley--Friends of Molalla Pool, Melissa Georgesen-- Molalla high school swim team.

2) Oral Requests and Communications from Audience/Staff

Lucy reported FOMP submitted the previously outlined request to use the MAC grounds, fenced area, and controlled access to restroom to MRSD with Pres. Beck's support letter. Melissa: the Oregon Parks and Recreation Assn-aquatic section (also NRPA) and the Portland Area Job Council have information about aquatic jobs and post job openings.

3) Consent Calendar/ Approval of Minutes

3.1 The Minutes of July 5, 2017 were approved with corrections: Old Business, line 3—strike duplicate “the”; line 7—add closed quotes to “Molalla Aquatic District. Moved by Claire, seconded by Teresa, 5-0. The Minutes of July 11, 2017 were approved as written. Moved by Teresa, seconded by Claire, 5-0. The Minutes of July 18, 2017 were approved as written. Moved by Claire, seconded by Teresa, 5-0.

3.2.A. **Board Policies and Procedures, Resolution #17-05:** Discussion: regarding the two proposed additions—Vacancies on the Board and Board Member Resignations—Neal: agreed the policy regarding vacancies needs clarification, but the MRSD's versions are cumbersome. Paula: proposed voting on the present version of Board Policies now, and polishing the proposed amendments before bringing them to the board. All agreed. Move to adopt MAD Board Policies and Procedures by Claire, seconded by Teresa, passed, 5-0.

3.2.B. **Public Contracting Rules, Resolution #17-06:**

Teresa read the Resolution. Claire moved, Teresa seconded to adopt, passed, 5-0.

3.2.C. **Public Records Request Policy, Resolution #17-07.**

Neal read the Resolution. Neal moved, Claire seconded to adopt, passed, 5-0.

3.2.D. **Personnel Policies and Procedures Manual**

Discussion: Claire: favors making benefits for part-timers voluntary. Neal: says the decision should conform to all state and federal laws and be reviewed by an employment specialist or attorney. Marilyn: brought up a concern to expand the Equal Opportunity Policy “to ensure employment and participation on an equal opportunity basis within all operations of the District”, to add a category preventing discrimination as to criminal record, “except where the discrimination results from a bona fide occupational qualification reasonably necessary to the normal operation of

the District's business" Personnel Policies, p. 2, Article 2. We agreed to put Personnel Policies on a special meeting agenda soon.

3.2.E. Mission and Vision Statements

Mission: Neal: suggested we might want to take out "year-round" operation, since it may conflict with "affordable" and that the Vision statement seems to be pretty much a repetition of the Mission statement. Paula: agreed the statements need re-working. Neal will work on a revision.

3.2.F Aquatic Director Responsibilities documentation

Paula pointed out we need an Essential Skills document as a first step in the hiring process.

Teresa will work on an Essential Skills list for aquatic director, (lifeguard certification, CPO, etc.) with Neal's help.

3.3 Budget Strategies

Broad topic:

Neal: we need to work out a month-by-month budget based on the original measure total predicted income. Some months will require a higher budget than others. We'll ask Melissa Georgesen, swim team coach, for help with this. Claire: people have been asking if they could volunteer. Melissa: different facilities have volunteers for different jobs: lifeguards, front desk. There is a liability issue. We need to research it. Neal will research this, including at the Molalla Adult Center and the YMCA.

3.3.A. Ask for loan from MRSD until November taxes come in. (Teresa: presenter)

Teresa: we need to have a director in place before the tax funds come in. Paula: yes, the director needs to have programs planned ahead, but it's premature to ask MRSD for a loan until we have a specific proposal. Neal: the sooner we open, the less work it will be for the school district. The first step is to schedule a meeting with the MRSD pool sub-committee members. Teresa has had no response. Paula said to ask Missy to schedule a meeting.

3.3.B. Lease Provisions Discussion

Neal: balancing the school district's mission to educate students with facility and landscape maintenance. In Tigard-Tualatin's lease negotiations, they were concerned about imminent equipment failure of their aging facility. Question: will our special district attorney review our lease proposal? Paula: yes. Claire: stressed the give-and-take viewpoint of negotiations.

4) Old Business

4.1 Special District Association of Oregon membership: have not heard back from them.

4.2, 4.3, 4.4 BIN application and bank account: in the works; Negotiating team: see above

4.5. Action plan/flow chart: Marilyn and Neal will work on it. 4.6 Board training: in the works

5) New Business

Neal: the district needs a business manager and payroll contractor. Teresa will check with Eileen Waldorf re: accountant services. Neal: needed is a format for an initial budget proposal, including cost for director, (time frame), insurance costs. Paula:

the next income projection will come from the county in September. Marilyn: post public notices for weekly meetings of MAD board? Response: yes. Shall I provide written copies of all documents at meetings? Response: yes.

6) Written Communications

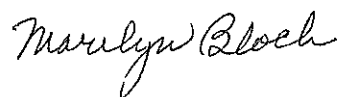
letter from IRS telling MAD to sign up to pay taxes. Neal: MAD is a type of non-profit, inquire of SDAO.

7) Remarks from Directors; 8) Messages and Papers from President

Teresa: survey—working on and struggling with the format of the website's template.

8) Adjournment: Teresa moved, Paula seconded, passed: 5-0 at 8:30 p.m.

Submitted, Marilyn Bloch, Board Secretary

A handwritten signature in cursive script that reads "Marilyn Bloch".

