

MINUTES

1. **Call to Order:** Paula Beck called the meeting to order at 6:32 pm

1.1 Roll Call:

Board of Directors (BOD):

Paula Beck, Board President (PB)
Marilyn Bloch, Board Secretary (MB)
Teresa Steinbock, Board Member (TS), left 8:40 pm
Claire Ferlan, Board Treasurer (CF)
Neal Lucht, Board Vice-President (NL)

Staff:

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

1.2 Adjustments to the agenda: MB requested adding: 5.4 Appreciation to Tom Phay acknowledging his time and service; 5.5 Punch Card

2. **Public Comments:**

None. PB read statement of Public Notice.

3. **Consent Calendar /Minutes**

3.1 NL moved to approve the May 1, 2018 Minutes, 6:30 pm. TS seconded. Motion carried.

NL moved to approve the May 15, 2018 Minutes, Budget Meeting. TS seconded. Motion carried.

MB requested page numbers and title to be added to the footer. MB would like all tasks listed under item #10. MB recommended preparer title to be Recording Secretary. MB moved to approve the May 22, 2018 Minutes, 7:00 pm with edits. NL seconded. Motion carried.

3.2 Suspended meeting for 2 minutes. Began Budget Hearing at 7:00 pm. There was discussion over the documents (LB-1, Resolution No. 18-06, LB-20 & LB-30) MG provided via email prior to the BOD meeting and copies disbursed at the BOD meeting. On form LB1 MG was informed by Department of Revenue to change the Financial Summary because there is no need to break down every item. The breakdown and itemization is done with the bookkeeper in QuickBooks. PB gave public 15 minutes for discussion. There was no public in attendance. Closed Budget Hearing 7:18 pm. NL read out loud Resolution No. 18-06, 4 pages. NL moved to adopt Resolution No. 18-06. TS seconded.

CF inquired about the Permanent Rate Tax \$0.29 / \$1,000 being permanent. Per NL this amount will be re-established annually. Per TS the amount can be reduced but not increased.

TS - aye, NL - aye, PB - aye, MB - aye, CF - aye. Motion carried.

4. **Old Business:** none

- 4.1 PB said Ilene Waldorf (IW) is continuing to go through paperwork and will report to the BOD before the next BOD meeting. MG is making sure IW has all the paperwork needed. CF has of bank statements IW requested.
- 4.2 PB read parts of previous discussion about background check policy. NL said the BOD did not come to a resolution so this discussion had been tabled. The BOD discussed the cost of background check is \$25 and an additional \$50 for fingerprinting. The BOD questioned the frequency of the background checks. NL will check with the school. MG said there needs to be discussion on how to move forward and how to address the existing staff in regards to background checks. PB suggested a waiver the Aquatic Director (AD) could sign, but MG stated she is not willing to sign waivers. The BOD agreed background checks should be for employees and volunteers who have contact with patrons. MG would like to have more volunteers assigned to shifts. TS suggested "18 and over employees and volunteers" be included in the policy. Friends of Molalla Pool (FOMP) have their own liability insurance. Background checks are not necessary for the BOD.
- 4.3 PB sent signed paperwork for electronic signature to Paychex. MG told the BOD payroll processing is today, June 12th; checks will be received June 14th and given to employees on June 15th. If the checks arrive as scheduled on June 14th a signer needs to come in that day to sign the payroll checks. CF requested MG continue sending payroll reports.

5. New Business

- 5.1 MAC will have a Summer Kick Off with FOMP. It's an open house during the open swim from 1:00 pm to 5:00 pm on Saturday, June 23rd. FOMP will be handing out popsicles or icees. MG said they are promoting this event through email announcements, social media posts, Molalla Pioneer and Molalla Communication Company (MCC) boards. MG invited the BOD to stop in during the open house.
- 5.2 MG explained the need to increase the private lesson fee. MAC does not have enough pool space or enough instructors for the demand. Customers like the flexibility with scheduling and the one on one teaching with the student. Currently the rates are: \$50 in-district group lessons; \$80 in-district private lessons; \$120 in-district semi-private lessons for two students. MG recommended an increase for private lessons to \$125 in-district and \$150 out-district. The new prices will take effect July 1st. The MAC staff can explain the initial \$80 fee was an introductory fee and that discounted price has ended.
- 5.3 MG said the BOD meetings do not have a clear direction or goals, looking out to 1 year, 5 years, etc. MG suggested a half day goal setting session at the Oregon City Gardens or somewhere away from the district. MG is operating from years of experience. It would be helpful to not get random assignments, because her schedule is already full. NL agrees with MG. NL suggested a retreat. MG listed some questions for the retreat: Why on BOD?, What are the BOD's expectations of the AD?, and What would the BOD like MAC to achieve? PB has consensus and will come up with a plan. MG suggested planning the retreat for this fall. CF suggested first of October.
- 5.4 MB wanted the BOD to acknowledge Tom Phay (TP) for his volunteer work; mowing, weeding, pruning and heading up the cleaning of the flower beds and spreading bark. TP has been very faithful in his serving. MB also wanted to recognize all the volunteers that came out to help TP with the flower beds and FOMP for the donation of bark.

NL suggested MAC recognize a Community Partner of the month, which would include an appreciation certificate and a name plaque. The BOD and AD will collaborate on this project.
- 5.5 MG said punch cards are difficult to manage. She said they need to have an expiration date; the cost will be higher than a monthly pass, and lower than a drop-in rate. MAC will not offer punch cards at

this time. MAC does not have the office equipment needed to make the cards. However, once MAC gets the online software, Mac Galaxy, MG will look into offering something like a punch card. MG explained the process of working with Max Galaxy in developing the software package needed for MAC. It will be about a three month process. MG is hoping to have the online software running by this fall. PB recapped discussion stating people like using punch cards and would like to see those be available for the customers.

MG shared an issue with the credit card fees charged by Square. Because MAC is customer friendly, MG wants to continue allowing customers to sign-up for swim lessons by telephone. There is an additional credit card fee for manually inputting credit card numbers given from over the telephone. MG suggested adding an extra telephone credit card handling fee. NL said in the State of Oregon you can charge up to \$3 for credit card fees. MG will implement that change effective July 1st as well.

6. Committee reports and Updates

6.1 Treasurer's Report - CF read the figures as of June 12, 2018:

\$334,670.80 LGIP

\$ 23,019.55 Columbia Bank

\$ 2,314.94 Outstanding

Per CF the above figures does not include some checks. She needs to get a printout to post those checks.

7. Written Communication - MG

None. MG puts items addressed with BOD names in their boxes at MAC

8. **Aquatic Director's Remarks** - MG handed out the Attendance Report at the BOD meeting and read over the figures. MG also shared there are 78 students in the Tuesday-Thursday, 4 week swimming lessons class that had just started. MG has Julie Harris, front desk, to research organizations that give scholarships for swimming lessons, water safety and lifejackets. The summer schedule is up on the website. MAC has a summer swim team for 10 week in conjunction with Oregon City Swim Team (OCST). OCST pays for the instructors and MAC covers the cost of the pool. MG will see how the summer swim team goes and plans to have MAC launch a USA swim team. Previously when the Molalla City ran the pool they did not run the USA swim team, someone else came in with the swim team and the City charged them a lane fee. The high school swim team is separate from MAC and the USA swim team.

9. **Board of Directors' Remarks** - MB appreciated the articles in the Molalla Pioneer. MB again requested MG to continue sending reports electronically. MB inquired if MG was able to get the floatation vests. MG explained to the BOD she has arranged to purchase and pick-up the order from Hydrofit. MG further explained the shipping cost is \$200 and she is willing to drive to Eugene to save the \$200 shipping cost. However, MG needs a form of payment for Hydrofit which could be a MAD check. MG added it is getting increasingly difficult to make purchases for items MAC needs. MG is unable to continue using her personal credit card and wait 30 plus days for reimbursement, which IW, bookkeeper, said is a dangerous practice. MG is unable to purchase food for concessions. PB explains only BOD can use a debit card and MAD doesn't qualify for a credit card. NL suggested a prepaid credit card. There is a fee for the prepaid card, but you can track expenses, use online and direct deposit funds for the card. BOD suggested adding Hydrofit to the approved vendor list and for MG to inquire about an account with Hydrofit. MB requested MG email her a list of the items to be purchased from Hydrofit. NL told the BOD when replying to emails to just use "reply" not "reply all". MG asked the BOD to let her know of any questions they may have before the BOD meeting when they receive emails from her. CF says it's

good that MAC is getting accounts with Ace Hardware, Staples and Bi-Mart. BOD needs file cabinets at MAC so files can be moved from BOD to MAC.

10. President's Remarks -

- PB will speak with insurance company about volunteers being covered under workers' comp insurance versus liability insurance
- PB will work on the wording for the background check policy
- NL will check with school on frequency of background checks
- NL to bring file cabinets to MAC
- BOD to move BOD files to MAC
- MG will create a volunteer form
- MG will give PB copy of employee form used for new hires
- MG will email MG a list of the items to be purchased from Hydrofit.

11. For the good of the District

12. Upcoming meetings

June 26, 2018 Molalla Aquatic District Board Meeting 7:00 pm. CF will not be at the June 26th BOD meeting.

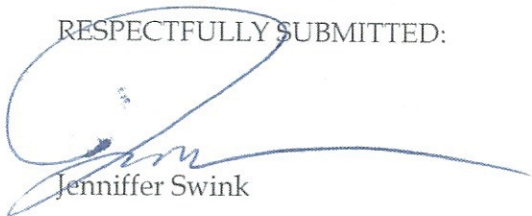
July 10, 2018 Molalla Aquatic District Board Meeting 6:30 pm

July 24, 2018 Molalla Aquatic District Board Meeting 7:00 pm

13. Adjournment

CF moved to adjourn the Board Meeting at 8:43 pm. NL seconded. Motion carried.

RESPECTFULLY SUBMITTED:



Jenniffer Swink

Recording Secretary



Marilyn Bloch

Board Secretary