

Approved Minutes of the May 1, 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 6:32PM. Present were Board members Claire Ferlan, Teresa Steinbock, Marilyn Bloch, and Paula Beck, as was Aquatic Director Melissa Georgesen. Absent was Board member Neal Lucht. Present was community member Jim Berens and HVAC representatives Mike Schmidgall and Larry Dorris.

Adjustments to the Agenda: Item 5), the HVAC Presentation was moved to after item 3), as a courtesy to the presenters.

2) Public Comment:

Community member Jim Berens expressed excitement at the opening of the pool. He offered his help.

3) Consent Calendar, Minutes

3.1 Minutes: The Minutes of the April 24, 2018 MAD Board Meeting were approved with a motion from Steinbock and a second from Ferlan. The Motion passed unanimously.

5) New Business--HVAC Presentation and Q and A

5.1 HVAC Presentation: Mike Schmidgall and Larry Dorris. Mike gave the presentation. He's done the maintenance at the Molalla Aquatic Center for 14 years, with 3 different companies. When the pool was closed in 2014, he and Georgesen shut down the equipment and the water. It's the worst thing for equipment-- to sit idle. At some point during the closed time, the water was turned on and the heating coil was frozen. They repaired the unit, but had to cut 20% of the coils off, so it lost 20% of capacity. HVAC does maintenance quarterly. They have a whole list of checks to perform, e. g. belts (always replace yearly), filter, clean coils as needed.

The Dectron unit is for the pool heater and air heater and dehumidifier. It was manufactured in Canada and the parts come from there, are more expensive, but there are few manufacturers of this specialized equipment. The heat exchanger has had a lot of wear and tear. It lost all the refrigerant (120# worth). The Rezoner "Make-Up Water" line needs replacement soon. They'll send a quote. This replaces the air in the locker rooms with fresh, warm air, while an exhaust fan expels "old" air.

Beck asked what life the Dectron unit has remaining and was told 2-3 years. It may cost around \$200,000 to replace. Georgesen said that she's pursuing a variable frequency drive added to the HVAC and pool pump equipment to increase energy efficiency.

HVAC has an in-house engineer who will work with them to provide the requirements for a replacement system. HVAC works with Energy Northwest to qualify for grants on equipment.

Beck asked about the lifetime of the office and locker room units—2 Lenox units. Answer: 15 years. Estimate to replace: \$20,000 to \$23,000 each.

Georgesen said the boiler was replaced in 2012. There are 2 Lochinvar units, one for the pool heater, located in the mechanical room, and one heats air attached to the Dectron unit. \$50,000 to replace. An electronic record of repairs and maintenance performed is sent to Georgesen on an ongoing basis.

Beck asked if a record of HVAC repairs and maintenance could be held at the aquatic center for reference if needed when Georgesen is not available. HVAC and Georgesen will explore this

possibility. Mike will send a record of past maintenance and repairs during at least the last part of the city's tenure, since those records were taken away.

Beck asked what determines maintenance to be oftener than quarterly. Answer: for example, a very dirty filter, which is an indication to change it oftener, e. g. when construction is going on in the area or, in the spring, if cottonwood trees are nearby.

There are 3 water heaters of 100 gallons each. Are probably original. New water heaters are smaller, have fewer working parts, and are more energy efficient.

Steinbock observed that the HVAC is working fine now. The natatorium lighting, locker room counter tops, and, down the road, UV disinfecting, are capital and maintenance costs upcoming.

Ferlan noted that this year's 4th of July MAD float will be a celebration, at last.

The subject of scholarships for student swim lessons was brought up. Georgesen reported from a presentation she made at the Clarkes Grange recently. The Grange has donated funds for 5 students to have lessons at the pool. Barbara Moore and Michelle Rieskamp are contacts for that fund. The Rotary, Kiwanis, and Chamber are potential sponsors of a "No Swimmer Left Behind" campaign.

4) *Old Business*

4.1 Discussion of Paychex Service—Georgesen

Georgesen is checking with Paychex rep. Aaron on how to get a printed signature on pay checks.

Paychex is expensive-- about \$525 per month. Georgesen and Ferlan are checking into the cost of our accountant performing that service. With Paychex, there is no charge for direct deposit service. That service is probably not available with an accountant or Columbia Bank. The cost of the payroll service will be added to the 2018-2019 Budget Committee discussion.

6) *Committee Reports and Updates*

6.1 Budget Committee Update—Georgesen

Georgesen has yet to hear from budget committee members Lucht and Oster. The legally required public announcement of the 2018-2019 Budget Committee Meetings will appear in the Molalla Pioneer on May 2.

7) *Written Communications*—Georgesen

There are now mail boxes for Board members in the staff room.

8) *Aquatic Director's Comments*—Georgesen

8.1 An RFP for an auditor may be needed. Beck and Bloch understand that an audit is not legally required for a government entity its first year of existence. Beck will check on this.

8.2 A volunteer lifeguard, Rick Gano, has finished his Red Cross Lifeguard training and will be volunteering as a lifeguard. Georgesen hopes his service is the first of many volunteers for the Molalla Aquatic Center.

9) *Board Directors' Remarks*

Ferlan pointed out an inconsistency in the Accounting Policy Manual on where the checks are held.

This will be pursued.

10) President's Remarks, Action Items, and Items for Next Meeting

The Molalla Communications contract for the reader board sign is signed and delivered to MCC. Beck reported that MAD can't get a credit card yet, because we don't have 2 years of financial history. We can get a debit card. It costs \$2 per month for view-only service for our Columbia Bank account. Beck will check on the picture of checks monthly service.

Steinbock would like to be relieved of the responsibility for paying for the website with her own funds, and then getting reimbursed. Ferlan will get a debit card for this task and others. An invoice will be needed from the website company. Steinbock will check into this.

Action Items: Georgesen to add the cost of the payroll service to the Budget Committee discussion. She and HVAC to pursue a HVAC repair and maintenance record file at MAC for reference if needed. Beck to check on "pictures of checks" monthly service at the bank and the audit requirement for new districts. Ferlan to secure a debit card and refer the Accounting Policy Manual inconsistency to Lucht. She and Georgesen to gather a check-issuing service quote from our accountant and schedule a board meeting date for her. Steinbock to get an invoice from the website company.

11) For the Good of the District

Community member Jim Berens feels it's important to make sure that cost is not a barrier to students learning to swim at the pool. Aquatic Director Georgesen and Clarkes Grange are already working on this, and other community groups are being contacted for assistance.

Beck reported that while volunteering at the Friends of the Library book sale, she overheard a family talking excitedly about heading to the pool right afterwards, and another patron remarked she didn't know the pool was open and would be swimming there soon.

12) Upcoming Meetings

May 8, 2018 Molalla Aquatic District Budget Committee Meeting, 7:00PM

May 15, 2018 Molalla Aquatic District Budget Committee Meeting, 7:00PM

May 22, 2018 Molalla Aquatic District Board Meeting, 7:00PM

13) Adjournment

Steinbock moved and Ferlan seconded a motion to adjourn. Motion passed unanimously at 8:29PM.

Submitted, Marilyn Bloch, MAD Board Secretary