

**Minutes of 11/14/17 Molalla Aquatic District Board Meeting, 6:30 p.m.  
Molalla Aquatic Center, Molalla, Oregon, Approved 11/21/17**

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

1.1 Chair Paula Beck called the meeting to order at 6:37 p.m. Board members Claire Ferlan, Teresa Steinbock, and Marilyn Bloch were present. Board member Neal Lucht was absent. Community member present: Melissa Georgesen.

1.2 Adjustment to agenda: Report from Friends of Molalla Pool on meeting with Molalla Communications regarding a sign for the Molalla Aquatic Center, added to Written Communications. Also report on health insurance quotes.

**2) Public Comment:** see below.

**3) Consent Calendar, Minutes**

3.1 Minutes: The Minutes of 11/7/17 were approved with the following correction:

Under 4.2 Action Plan Secondary Policies—added to the list is “Safety Inspection Policy—Steinbock”. The motion was made by Steinbock and seconded by Ferlan, all in favor, 4-0.

**4) Old Business**

**4.1 Report on Aquatic Director applicants—Steinbock.** We have very few highly qualified applicants. Beck said that we need to be able to say that the person chosen as aquatic director is the best of available candidates, and asked for the job to be posted on one more site: the Portland Area Aquatic Council, which has 350 members. Steinbock was satisfied with the pool of applicants we have, and was concerned about delaying the opening date. Ferlan, Beck and Bloch thought we should spread the word to this further organization. The group directed Steinbock to send this posting to Teresa Kelly-Sparks of that organization and to post it on the door of the Aquatic Center.

**4.2 Action Plan—Bloch.**

1.3.A Personnel Policies and Procedures document: need a revised completion date.

Revised completion date: 11/28/17

Want to look at MRSD's newly adopted versions of Drug and Alcohol and Gun Policies. Beck will follow up with Lucht to acquire those.

1.6.B Signage. Friends of Molalla Pool (FOMP) have communicated to MAD an offer from Molalla Communications to provide an electronic reader board for the Molalla Aquatic Center. [See Appendix 1]. Bloch offered to approach FOMP with a request to suggest and perhaps provide one or more of their ideas for short-term and medium-term signs to improve visibility of the Aquatic Center quickly. Board agreed.

**4.3 Discussion of Additional Policies: templates from Tigard-Tualatin's policies.**

**Safety Inspection Policy—Steinbock.** Melissa Georgesen, previous aquatic director, filled us in on inspections. There is an OSHA inspection quarterly. She was the city's OSHA representative. DHS has a monthly inspection. The CPO/Aquatic Director conducts inspections; the head lifeguard and board members may be trained to do inspections.

**Public Notice Policy—Steinbock.**

**Lifejacket Policy—Beck.** Georgesen said the reason for no floaties for non-swimmers is that they can slip away from the person's grasp. Water wings can make a child float in an unsafe manner. More next week.

**Free, Reduced Fee, Modified Programs—Beck.** Discussion of how long or to what level of proficiency to offer free or reduced fee programs.

**Capital Assets Policy—Ferlan.** Applies to Capital Assets worth greater than \$5000 useful greater than 3 years.

**Investment Policy—Ferlan.** Will discuss next week.

5) *New Business:* none.

**6) Committee Reports and Updates**

**6.1 Negotiation Team—Steinbock.** MAD received via email from Negotiation Team member Lucht on 11/14/17 MRSD's reply to MAD's revision of MRSD's IGA and MOU proposal. MRSD's Pool Committee accepts the combination of the documents with a few language changes. The Board authorized Chair Beck to present the changes to our attorney, hoping to get her response in time for the MRSD Board to act on approval of the final version of the IGA and MOU on Thursday, 11/16/17.

**6.2 Treasurer's Report—Ferlan.** Discussion of checking MAD's Local Government Investment Pool account to see if funds have arrived from the county. Will report next week.

**6.3 SDIS and Health Markets Health Insurance Quotes—Bloch.** These quotes for a hypothetical single person aged 40 were distributed. Ferlan observed that SDIS's quote is a better deal. Bloch will request quotes from SDIS for employee + family and for employee + children.

**6.4 PayChex Payroll Service Quotes:** Ferlan had questions about some of PayChex's services included in the quote. Bloch will report back next week about these.

Beck will call SDAO regarding ? (change in our proposed opening date?)

**6.5 Change in Hiring Date Discussion.** This will delay the pool opening by at least one week. Georgesén suggested a “Soft Opening” for open, recreational swim and a “Grand Opening” for all services a little later.

**7) Written Communication—Bloch.**

See Appendix 1 for FOMPs communication regarding MCC's reader board sign offer.

8) *Directors' Remark:* none

**9) President's Remarks, Review Action Items, Review Items for Next Meeting**

Lucht: invite Linda Jaeger for presentation on health insurance; Bring relevant MRSD policies to aid us in completing our Personnel Policies and Procedures document.

Beck: forward MRSD's language change requests to attorney; contact SDAO re: Customer Service Data Survey and give most recent budget; check LGIP account balance.

Steinbock: supply MAD's Aquatic Director job posting to Portland Area Aquatic Council members via Teresa at Tigard-Tualatin; Put the Aquatic Director job posting on Pool door.

Bloch: Explain some of PayChex's payroll service options; obtain further Health Ins. quotes

Ferlan: Present the Investment Policy next week.

**10) Upcoming Meetings:**

11/21/17 Molalla Aquatic District Board Meeting, 6:30 p.m.

11/28/17 Molalla Aquatic District Board Meeting, 7:00 p.m.

**11) Adjournment:**

Ferlan moved and Steinbock seconded to adjourn the meeting, all in favor, 4-0, at 8:13 p.m.

Submitted: Marilyn Bloch, MAD Board secretary

**Appendix 1: Letter from Friends of Molalla Pool Reporting on a Meeting with Molalla Communications Offering to Furnish a Reader Board Sign**

Hello MAD Board,

I am sending you this to keep you informed on the signage progress.

Dinah and I, representing FOMP, met with Steve Loutzenhiser, Lance & Daphne at MCC on Thursday, Nov. 2 to discuss signage. MCC has agreed to pay for a Reader board and all installation costs. They will also look into the city zoning laws, getting electricity to the sign, etc. What they need from us before they can pursue the matter further is permission from the landowners—MRSD. We received a sample copy of the type of contract (I will get a copy of this for each board member) they use when partnering with another party on a sign. I gave Rick Gill a copy of the sample contract and informed him on MCC's offer to cover expenses for a sign. Rick said that they would not want to pursue the matter until the contract between MAD and MRSD is completed, which in his estimation was close to completion. I explained to Rick that MCC only requested a letter of intent at this point – not that a contract be signed. Rick said that in the pool contract there is specific information on the procedure that MAD will need to use when making any changes to the property (such as adding a sign).

We would like to keep in contact with you, the board, as to when the contract is completed and what the procedure will be for making changes in the property. FOMP is happy to meet with MCC to further the plans for the sign after MRSD gives the okay. We will also keep you informed and get your input on decisions concerning the sign.

We are excited about this! We really appreciate all the hard work and time that you all have put into getting the Aquatic District set up and the pool reopened. Thank you!

Geri Monroe, FOMP Secretary