

**Minutes of Nov. 28, 2017 Molalla Aquatic District Board Meeting, 7:00 p.m.,
Molalla Aquatic Center, Molalla, Oregon, Approved Dec. 5, 2017**

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

Chair Beck called the meeting to order at 7:01 p.m. All board members: Ferlan, Steinbock, Lucht, Bloch were present. Community members present were: Geri Monroe and Melissa Georgesen. Adjustment to the agenda: add PayChex payroll service discussion to Committee Reports, 6.3.

2) Public Comment:

Geri Monroe of Friends of Molalla Pool (FOMP) inquired as to when the pool is likely to be opened. Lucht responded for the board that an aquatic director will be hired by the last third of December and the pool opened as soon as practicable after that.

3) Consent Calendar/Minutes

3.1 Minutes—The Minutes of Nov. 14, 2017 were approved with the following corrections: 1) The date of the Minutes being approved was changed from “11/21/17” to “11/14/17”. 2) Roll Call was adjusted by adding board member Marilyn's last name, Bloch, i.e. “Marilyn Bloch”. 3) 3.4—the **Resolution “17-09” Establishing a Whistleblower Policy** was corrected to **Resolution “17-10”**. The motion to approve the Minutes of Nov. 14, 2017 was made by Ferlan and seconded by Lucht. All in favor, 5-0.

3.2 **17-11 Resolution Establishing a Public Notice Policy**—Steinbock. The Resolution was read and discussed. It was approved with a motion by Ferlan and a second by Lucht. All in favor, 5-0.

(Attachment 1)

3.3 **17-12 Resolution Establishing a Safety Inspection Policy**—Steinbock. The Resolution was read and discussed. A Safety Inspection form is needed. Lucht reported that by OSHA ruling, a safety committee is required and must hold monthly safety meetings with a quarterly walk-through. The board approved Chair Beck asking our attorney to review and correct the Safety Inspection Policy for current OSHA standards with a motion by Lucht and a second by Steinbock. All in favor, 5-0.

4) Old Business

4.1 Review of Volunteer Citizen Participants in Interview Process for Aquatic Director—Steinbock. 3 Citizen Participants have been identified: Geri Monroe of FOMP, Hendy Appleton, pool user, and Liz Cruthers, former MRSD board member, swim meet official, and swim team parent. A non-pool connected citizen participant will be sought. A motion to approve these three persons as Volunteer Citizen Participants in the interview process was made by Ferlan and seconded by Lucht. All in favor, 5-0.

4.2 Discussion of a Capital Asset Policy—Ferlan. Postponed until next week.

4.3 Accounting Policies—Lucht. Postponed until next week.

4.4 Action Plan—Bloch. Changed to 6.3

5) New Business: none

6) Committee Reports and Updates

6.1 Negotiation Team—Lucht and Steinbock. Our attorney is drafting the current version of Intergovernmental Agreement. Chair Beck will verify that it is to our satisfaction, and Negotiation Team member Lucht will then present it to MRSD.

6.2 Treasurer's Report—Ferlan. The current total of tax receipts received to-date is \$404,398.65. \$20,000 of that sum has been transferred to our Columbia Bank account. She requested bills of

expenses by board members be submitted for reimbursement.

6.3 Action Plan—Bloch. The PayChex Payroll Service Plans were discussed by Ferlan. The more expensive plan has Workers Comp, Garnishment Administration, Standard Analytics and Reporting (budget watch, projecting for overtime), State Unemployment Insurance Service, and Date Exports to pdf or Excel. Ferlan will inquire about the cost of an employee handbook.

4.1 Selection Process for Aquatic Director (continued): We need an executive session next week to discuss the employment of the aquatic director. Lucht posed questions of all interview candidates, viz. What are we expecting candidates to provide, e.g. examples of previous work, a sample during the interview of a written correspondence.

7) *Written Communications:* Bloch.

A letter from Clackamas County Treasurer giving a recap of transactions 11/17/17 through 11/24/17. MAD has received in tax receipts in account # 9498POOL: \$279, 115.22. Total so far is \$404,398.65.

8) *Directors' Remarks:*

Bloch said that her computer keyboard is failing, wondered if MAD would furnish a replacement. Discussion ensued of supplying all board members computers for MAD use. This would avoid the criticism of official public business being transacted on private computers. Discussion to be continued.

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

Action Items:

Beck: Communicate with attorney about the current version of the IGA; Ask her to review and correct the Safety Inspection Policy for current OSHA standards; Provide an Executive Session in next week's agenda to discuss personnel matters.

Lucht: Send board a digital copy of the latest revised budget; Present current draft of IGA to Mr. Gill; Present Accounting and GASB 54 Policies.

Bloch: Post MAD board meeting dates and agenda on Aquatic Center door.

Ferlan: ask Aaron of PayChex about an employee handbook.

10) *Upcoming Meetings*

December 5, 2017 Molalla Aquatic Board meeting, 6:30 p.m

Guest: Linda Jaeger, Cravinho and Jaeger Financial Services, Inc..

December 12, 2017 Molalla Aquatic Board meeting, 6:30 p.m

11) *Adjournment:*

Ferlan moved to adjourn and Lucht seconded, all in favor. 5-0, at 8:20 p.m.

Attachment 1: Resolution 17-11 Establishinig a Public Notice Policy

RESOLUTION NO. 17-11_____

A RESOLUTION ESTABLISHING A

PUBLIC NOTICE POLICY

WHEREAS, Molalla Aquatic District (“District”) is an Oregon special district formed under Oregon Revised Statutes (“ORS”) Chapter 198 and authorized under ORS Chapter 266;

WHEREAS, the District will provide notification to the public of all meetings to include date, time, location and proposed agenda items;

NOW, THEREFORE, the District’s Board of Directors hereby resolves as follows:

1. Policy Adoption. The Board of Directors hereby adopts the Public Notice Policy as attached.
2. Effective Date. This resolution shall become effective on the 28th day of November 2017

APPROVED AND ADOPTED on November 28, 2017.

Board President

ATTEST:

District Secretary

Molalla Aquatic District Public Notice Policy

The Molalla Aquatic District (“MAD”) will provide notification to the public of all meetings as required in ORS 192.640. Notifications will include the meeting date, time, location, and proposed agenda items. Postings will be at the Molalla Aquatic Center located 432 Francis St, Molalla, OR 97038 and MAD’s website, www.molallapool.com. All notifications, except emergency meetings, will be posted no less than 24 hours prior to the meeting. Notifications for emergency meetings will be posted as soon as feasible.

MAD will adhere to additional notification requirements as required in Oregon Revised Statutes for specific meetings such as those identified in the Government Budgeting Process.