

**MINUTES**

**1. Call to Order:** Neal Lucht called the meeting to order at 7:05 pm.

1.1 Roll Call:

Board of Directors (BOD):

Neal Lucht, Board President Chair (NL)  
Paula Beck, Board Vice-President Chair (PB)  
Marilyn Bloch, Board Secretary (MB)  
Teresa Steinbock, Board Member (TS)

Staff:

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

Absent:

Claire Ferlan, Board Treasurer (CF)

**2. Consent Agenda - Agenda Action Items:**

2.1 PB moved to approve the September 23, 2018 Provisional Minutes. TS seconded. MB abstained. Motion carried.

**3. Public Comments:**

3.1 There were none.

**4. New Business:**

4.1 School District Swim Lessons: MG needs to establish a fee for school district swim lessons. Should there be a discounted rate? Should the charge be break even? IGA is currently not listed in MAD's policy. PB believes the lesson fee should not be at cost, but discounted. NL said the current rate of \$50 per swimmer is break even and the rate is fair. He added the challenge will be in working with the different schools and their schedules. MG will verify other pool rates in the area like Canby, Woodburn, Silverton and Oregon City. She pointed out one of the differences with Canby is they have three full-time employees that teach the school lessons. The classes at Canby are larger groups. With an elementary class of 30 students at Canby they have 10 students per instructor, which brings down the instruction level. MAC has five kids per instructor. Rural Dell has scheduled their swimming lessons for two 3<sup>rd</sup> grade classes in April at 1:30 pm and 2:30 pm. Clarkes has two 2<sup>nd</sup> grade classes they would like to schedule for swimming lessons. MG spoke with Brad about a work study, free period program for high school students, where they would be able to work at the pool and give swim lessons during school hours. PB asked about the Molalla River School Board (MRSB) wanting to schedule the swim lessons after school. MG explained that was when the pool was closed to the public, when MRSB offered free lessons taught by the high school swim team. NL would like more research before any action. MG said we have time since the first scheduled school swim lessons aren't until April 2019. MG spoke with the high school athletic director. She told him MAC needs to know how many lanes and how many hours the high school swim team will need the pool. She also mentioned to the director the school will need to pay for lane space. MAD agrees that MAC needs to set a precedent to stand by when working with the school district. MG will make a chart and will add this to the retreat discussion.

**5. Old Business:**

5.1 Board Retreat: The Board Retreat will be on Tuesday, October 30, 2018 at the Molalla Grange, 2:00 pm to 7:00 pm. NL's guest speaker had a scheduling conflict, so NL will be running the retreat. NL shared a preview of the retreat agenda 1. Exercise team building and communication; 2. Discussion and instruction on parliamentary process of running meetings; 3. Video (15 minutes); 4. Begin to work through ideas about vision (wide scope to narrowing focus). The key assignment is to be prepared to share thoughts, ideas and concerns (SWOT analysis which equals Strength, Weakness, Opportunities and Threats). NL and MG will work on the audio and visual setup.

## 6. Committee Reports and Updates

6.1 Accountant Hiring Process Report: Last Thursday, NL sent proposal letters to 35 potential accountants from S. Portland to Salem and Silverton to Newberg. There were a few mailers returned. The mailer included a proposal letter and MAD's accounting policies and procedures. Also included was NL's phone number and MG's email address for the accounting firms to send their proposals and inquire. NL and MG will keep in touch and screen proposals. One of the interested firms, NOW CFO would like to meet with the financial committee or MAD Board to get a full understanding of where MAC is and the work needed to manage the account. They currently have clients in Molalla and did a project for the City of Molalla. MB asked NL if he included the additional text, "being available on a weekly basis", which the Board had added to the bookkeeping services description on July 24, 2018. NL did not include that in the mailer but will add the text.

PB gave a recap on the financials since CF was out of town. CF will return home tomorrow and will be available to transfer funds. MG said funds will be needed to cover payroll at the end of the month.

\$11,675 Columbia Bank

\$248,192.77 LGIP

MG needs a check for \$100 for the Grange. NL said the Grange is flexible and will be ok to wait for the rental fee. PB suggested using the MAC debit card.

6.2 Policy Committee Report: PB provided a copy of the first reading of the amended Personnel Policies and Procedures prior to the Board meeting. PB bolded the edits made to the amended Personnel Policies and Procedures. MB included a Table of Contents.

- a) Article 5.2, Post Offer Background Checks – added "anyone 18 years of age or older"
- b) Article 8 - added "12:01 a.m. on Monday and ends at 12:00 midnight on Sunday"
- c) Article 17 – added Family Medical Leave paragraphs:
- d) Family Medical Leave. The Molalla Aquatic District is required to comply with all leave rights and requirements as found in ORS 659.103 (Oregon Family Leave Act, or OFLA). Pursuant this Act, and in addition to any other applicable leave provisions, eligible employees may take up to 12 weeks of unpaid leave in a 12-month period for:
- e) OFLA applies to employers with 25 or more employees in Oregon in the current or previous year. To qualify for leave benefits, employees must have worked at least 180 calendar days and an average of 25 hours a week (except for parental leave, when no weekly average is required).
- f) Care of a newborn or newly placed adopted or foster child
- g) Care of a parent, spouse, parent-in-law, or child with a serious health condition
- h) The employee's own serious health condition
- i) Care of an employee's child with an illness that is not a serious health condition but requires home care.
- j) In addition to the above, a female employee is entitled to an additional twelve (12) weeks of leave within any one-year period for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing any available job duties.

- k) Unless the reason for the leave occurs unexpectedly so as to prevent adequate notice, any employee requesting OFLA leave is required to give the Director 30 days' written notice before commencing family leave.
- l) At this time the Molalla Aquatic District has fewer than 50 employees, therefore it is not covered by the federal Family and Medical Leave Act (FMLA).

This policy supersedes and takes the place of the Parental Leave, Pregnancy Leave, and Medical Leave policies provided in prior iterations of this Manual.

- m) End of Article 24 - added: See Return to Work Policy in Section 26 of this Manual for policies and procedures about returning to work.
- n) Article 30 - added ". Lifeguards and instructors shall remove all jewelry which may hinder work-related duties."
- o) Article 33 - Examples of Social Media applications include but are not limited to: added Snapchat.
- p) Article 34 - Dropped reference to designated smoking area.

PB said there needs to be an active shooter policy, separate from the personnel policy. MG said MAC has an emergency action plan for situations like earthquakes and fires. NL said there does not need to be a separate policy for the active shooter, the active shooter policy can be included with the emergency action plan. There was discussion about 6.2b. When an employee turns 18 years old when would they be required to have a background check? MG suggested amending the policy to perform a background check every five years. NL said there is a one month consider and review period after the first reading of the amended Personnel Policies and Procedures. Amendments can be made during this review period. NL told the committee great job. The second reading of the amended Personnel Policies and Procedures will be on the November 23<sup>rd</sup> agenda.

6.3 Operations Management Report: MG said staffing operations are holding very steady. MAC's first annual Pumpkin Plop will be Saturday, October 27 from 1pm - 3pm. NL donated hundreds of pumpkins. There will be decoration stations in the classroom and a raffle. MG is building up a volunteer base. Today MAC received a \$500 donation directed to MAC and FOMP (Friends of the Molalla Pool). The Board agreed that FOMP is important to MAD and MAC and agreed to direct the donation to FOMP. MG contacted Lucy from FOMP and NL about the donation. There is a delay on the hardware purchasing for the cash drawer. The cash drawer will be hardwired to the computer with a credit card chip reader. The cash box is not in the budget. MB would like a cost of the cash box. The front desk will no longer need the iPad, so MG will repurpose it for the aqua fitness classes. MG will download several different playlists for the fitness classes to use. MAC can still use the iPad and Square when away from the pool at different functions.

6.4 Board Tasks: No discussion

## 7. Upcoming meetings

7.1 Annual Retreat, October 30, 2pm-7pm at the Grange

8. For the good of the District - none

9. **Adjournment** - TS moved to adjourn the Board Meeting at 8:05 pm. PB seconded. Motion carried unanimously.

RESPECTFULLY SUBMITTED:

  
Jennifer Swink

Recording Secretary



Marilyn Bloch

Board Secretary