LAD Regular Board Meeting
LEBANON AQUATIC DISTRICT
Lebanon Senior Center and via Zoom
80 Tangent Street, Lebanon, OR 97355
At 6pm June 16, 2025

10. Call to Order – Regular Board Meeting

Roll Call		**Expire**
Jereme Guenther, Director/Secretary/Treasurer	Position – 1	6-30 – 2027
Mark McAllister, Director	Position – 2	6-30 – 2027
Kim Kendall, Chair	Position – 3	6-30 – 2027
Laurie Dennis, Director	Position – 4	6-30 – 2025
Darla Bulmer, Vice Chair	Position – 5	6-30 – 2025
Jill Smith, Aquatics Program Manager		

Pledge of Allegiance
Adjustments to the Agenda

20. Consent Calendar – Approve May minutes from budget committee meeting, regular board meeting and Emergency meeting.

30. Unfinished Business:
30.1 Pool Renovation Update – Will
30.2 Board Budget conversation

40. New Business:
40.1 Resolutions to Adopt 25/26 Budget and make appropriations, impose, and categorize tax rate – Kim
40.2 Resolution to transfer funds from Contingency fund to the Special fund (300) - Kim
40.3 Proposed Fee Increases for 25/26 FY – Jill
40.4 Discussion to start the process to move to Umpqua bank - Darla

50. Oral Requests and Communications from the audience:

60. Treasurers Report
60.1 May Financials

70. Operations Report:
70.1 Facility and Staff Update – Jill

80. Remarks from the Board of Directors:

90. Adjournment:

Zoom Link:
Topic: LAD Board Meeting for June 16, 2025
Time: 06:00 PM Pacific Time (US and Canada)
Join Zoom Meeting:

June 16th Meeting:
https://us02web.zoom.us/j/88404830432?pwd=mXM9QOpvfhVLzOvV45v8GmOMLAVitl.1

LAD Budget Committee Meeting and Regular Board Meeting
LEBANON AQUATIC DISTRICT
Lebanon Senior Center and via Zoom
80 Tangent Street, Lebanon, OR 97355
At 6pm May 19, 2025

25-26 FY Budget Committee Meeting Agenda

Call to Order: LAD Board Chair, Kim Kendall: Darla, Lourie, Mark, Jereme, Kim, Lorlee, Karen Burger, Elaine Wilder, Mike Carsner, Lynn Schwagle, Terry Cadigan present

Public in Attendance: ;Cheryl Donnelly, Chris Engler, Marilyn Enger, Kalee West, Will Lewis, Lyan Schwagle, Karen Buren, Julie Miller, Robert Waterhouse, Ross Dewberry, Joe Andrews, Elaine Wilder.

Pledge of Allegiance:

Roll Call and Introductions:
LAD Board Members
Jereme Guenther
Kim Kendall
Laurie Dennis
Darla Bulmer
Mark McAllister

Appointed Members:
Elaine Wilder
Karen Burger
Mike Carsner
Lynn Schwagle
Terry Cadigan

Appointment of Budget Committee Presiding Officer: by vote of members
Kim moved to appoint Darla as head of the budget committee, Lynn seconded, Darla, Lourie, Mark, Jereme, Kim, Lorlee, Karen Burger, Elaine Wilder, Mike Carsner, Lynn Schwagle, Terry Cadigan approved.

Public Comments are heard:

Budget Officer Presentation: Lorlee Engler
5.1 Overview of budget process
5.2 Distributes Changes
5.3 Reviews Documents
5.4 Reads Budget Message
Darla asked Lorlee to present her budget proposal.

- Lorlee started by reviewing budget committee law and referencing the appropriate ORS statutes 294.305 and 294.565. Lorlee then moved on to what she believed was the best approach to creating the next year's budget, focusing primarily on watching and tracking the real expenditures for the year leading up to the new budget. She gave a real world example of the PERS line item and how it increases every year, so we can plan for that in the new budget. Lorlee mentioned that she keeps notes on pending changes throughout the year for each line item so she can use those notes in planning the next budget. The estimated revenue from taxes was then reviewed going over how the calculation is made. Other revenue sources were then covered along with the starting fund amount.

- Significant discussion then followed regarding various line items in the budget. Specific attention was spent on the pool renovation down payment, and the new full time position.

Lourie moved that we accept the budget as presented with a contingency that the board approves the implementation of the proposed additional full time position prior to implementation, Elaine seconded it, Kim abstained, Darla, Lourie, Mark, Jereme, Lorlee, Karen Burger, Elaine Wilder, Mike Carsner, Lynn Schwagle, Terry Cadigan approved.

- Next the committee decided on taxation rate. Mark moved we tax at our standard .24 cents / thousand, Terry seconded, Darla, Lourie, Mark, Jereme, Kim, Lorlee, Karen Burger, Elaine Wilder, Mike Carsner, Lynn Schwagle, Terry Cadigan approved.

Adjourn:

- Mark moved that we end the budget meeting, Karen Burger seconded, all approved, meeting adjourned at 7:58pm.

Zoom Link:
Topic: LAD Board Budget Committee Meeting for 25/26FY
Time: May 19, 2025 06:00 PM Pacific Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/88586852561?pwd=MK1tDZIyFyVja0EtWQZmPQa7uFYM77.1

Meeting ID: 885 8685 2561
Passcode: 672460

LAD Regular Board Meeting

10. Call to Order – Regular Board Meeting

Roll Call		**Expire**	
	Jereme Guenther, Director/Secretary/Treasurer	Position – 1	6-30 – 2027
	Mark McAllister, Director	Position – 2	6-30 – 2027
	Kim Kendall, Chair	Position – 3	6-30 – 2027
	Laurie Dennis, Director	Position – 4	6-30 – 2025
	Darla Bulmer, Vice Chair	Position – 5	6-30 – 2025
	Lorlee Engler, Executive Director		

Darla, Lourie, Mark, Jereme, Kim, Lorlee present

Pledge of Allegiance
Adjustments to the Agenda
- No adjustments suggested.

20. Consent Calendar – Approve April minutes

-Mark made a motion to accept minutes as presented, Lourie seconded, Darla, Lourie, Mark, Jereme, Kim approved.

30. Unfinished Business:

30.1 Pool Renovation Update – Lorlee or Will

- No additional information yet. Kim, Darla, Lorlee and Will will be getting an update tomorrow at noon.

40. New Business:

40.1 Resolution to change meeting location place – Kim

- Kim presented the idea of moving the LAD board meeting location from the pool building to the Lebanon Senior Center at 6pm. The LAD board adopted the resolution number 2025-05-1 by unanimous vote.

50. Oral Requests and Communications from the audience:

- An audience member asked where the forms were, but did not have any questions.

LAD Board Emergency Meeting Agenda
LEBANON AQUATIC DISTRICT
1800 S 5th Street
At 5 pm May 30th, 2025

10. Call to Order – 5:10pm

Roll Call		**Expire**
Jereme Guenther, Director/Secretary/Treasurer	Position – 1	6-30 – 2027
Mark McAllister, Director	Position – 2	6-30 – 2027
Kim Kendall, Chair	Position – 3	6-30 – 2027
Laurie Dennis, Director	Position – 4	6-30 – 2025
Darla Bulmer, Vice Chair	Position – 5	6-30 – 2025

Darla, Laurie, Jereme, Kim present, Mark, Lorlee not present

Public in Attendance: Rose Kress, Jill Kemp, Robert C. Smith, Karen Burgen, Lynne Schwagle, Merrie Wales, Margaret Snyder, Charlie Morrie, Robert Gulley, Michelle Reagan, Cody Reagan, Diane Hegan, John Snyder, Nichie Piland, Will Lewis, Julie Miller, Vickie Byrd, Sarah Brown, Don Bel, Robert WaterHouse, Glenda Park, Cindy Thompson, Eileen Eakins

On Zoom: Kristina, Wyatt King, Scott Davis, Rose Kaler, Manlyn, Allison Thompson

Pledge of Allegiance

20. Consent Calendar – None

30. Unfinished Business:
30.1 -None

40. New Business:
40.1 Address finances during extended absence of the Executive Director

- Kim passed out a resolution template prepared by Eileen Eakins (the district's legal counsel). Eileen joined via phone call and introduced herself. Kim stated that this meeting is to address changes that need to be made due to the director's extended absence of 4 months. Darla thanked Jill for stepping up to take over some of the duties, and that we were going to be adjusting permissions to take over some duties to support Jill as she takes on these duties.
- Laurie expressed concern that the meeting was called too quickly. Eileen stated that the meeting was called on her recommendation, and she gave some of her reasons including ensuring the board had access to funds and were able to complete the budget process. She also mentioned that the board always needs to have access to the funds, and that if the budget is not properly completed the board will not be allowed to legally spend any funds.
- Laurie asked for clarification on what it means for the board members to have access to public funds. Eileen suggested we go through the resolution she prepared as it should help clarify that area. Eileen was asked to read through and explain the resolution, which she proceeded to do.
- Discussion ensued by the board after the reading to further understand the purpose of the resolution.
- Laurie brought up an additional full-time role that Lorlee proposed during the budget committee that she believed would be a useful solution to solving the increased workload that the board was proposing to undertake during this period.
- Jill helped Kim fill out the required information in the resolution. Darla, Mark, Jereme will be added as signers on the account. Kim will be taking on preparing the board agenda during this period. It was clarified that LADs money is at People's bank in two checking accounts, and one Money Market account, and LAD also has an investment account at LGIP (Local Government Investment Pool). Jereme will start taking notes on his own laptop to reduce the amount of stuff Jill has to transport to the new meeting location.
- Laurie started to make a motion to pass the resolution, but Jereme asked if he could do it so he could try and tailor the wording to what he thought the bank was going to need. Jereme then made a motion to pass resolution 2025-5-2 which clarified LADs money is currently located at People's Bank in two checking and one savings account, authorized exclusively Darla Blumer, Mark McAllister, Jereme Guenther as signers on our accounts, and all others should be removed, and that Jereme Guenther and Darla Blumer would be exclusively authorized to make changes to our accounts as account admins. Darla seconded. Kim, Jereme, Laurie, and Darla approved.

60. Treasurers Report

60.1 April Financials

- Jereme commented that the 1k from the floaties event was present in the financials this month, and that we were doing better year over year for last month.
- Lorlee said program revenue was up significantly.

70. Director's Report:

70.1 Facility and Staff Update – Lorlee

- Lorlee mentioned that we lost money on our most recent inflatable swim due to a reduction in the number of paying customers for the event while our expenses remained the same due to needing a minimum of 5 staff members to monitor the event.

80. Remarks from the Board of Directors:

- Jereme asked what our reaction to losing money on the recent flatable event was going to be. Lourie commented that we've had two events so far, which isn't a lot of data. Rose commented about needing to increase our advertising in advance of the events. Kim commented that the event was on a regular schedule which should help with people knowing when it would occur and would supplement the advertising.
- Lourie commented on how promotion and advertising of pool events helped counter all the miss information that was going around.
- Kim brought up that we needed to have a budget hearing for the budget that was just approved, and it was scheduled for June 9th at 6pm at the pool.

90. Adjournment:

- Lourie moved that we adjourn, Darla seconded, Darla, Lourie, Mark, Jereme, Kim approved.

Meeting adjourned at 8:17pm

Zoom Link:
Topic: LAD Board Budget Committee Meeting for 25/26FY
Time: May 19, 2025 06:00 PM Pacific Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/88586852561?pwd=MK1tDZIyFyVja0EtWQZmPQa7uFYM77.1

Meeting ID: 885 8685 2561
Passcode: 672460

- Karen Burg asked to read a statement into the minutes, she was concerned about the way information was distributed about this meeting. Her statement has been included with the board minutes. Kim stated that all the concerns listed in the statement were addressed by the lawyer; Laurie and Karen disagreed.

50. <u>Oral Requests and Communications from the audience</u>: No Public comment will be taken

60. <u>Adjournment:</u>

- Laurie moved that we adjourn, Jereme seconded, Laurie, Jereme, Kim, and Darla approved
- Meeting adjourned at 6:00pm

Memo

To: Lebanon Pool Board

From: Karen Burger, 291 N. 3rd St, Lebanon, OR. 9355, Cell: 503.810.8600, Email: karenburger50@gmail.com

cc:

Date: May 30, 2025

Re: **Public Meeting Compliance per Oregon State Law**

I would like the following read into the record of the Lebanon Pool Board meeting of May 30, 2025, at 5:00 PM, location: Lebanon Community Pool meeting room:

Within the last 24 hours, I have been informed that the meeting being held at this time may not conform with standard guidelines and laws of the State of Oregon pertaining to the conducting of a public meeting. Here are some concerns:

1. This meeting was convened as an "Emergency Meeting" which may not conform to the criteria required for an emergency meeting;
    a. Not proper legal notice including the purpose of the meeting
    b. All Board members not notified in a timely manner
    c. Reason or rational for conducting an emergency meeting
    d. Lack of opportunity for the full board and director to participate
    e. Declaration that there will not be any public comment allowed, either written or oral
    f. If the meeting is regarding the budget process, not allowing budget committee members to participate
    g. Possible goal to reverse recommendations and endorsement vote by the Board and Budget Committee members
    h. Manipulation of the standard "quorum" expectation by inviting only enough Board members to vote to reverse a previous recommendation, budget, or personnel decision
2. Actions that may be taken due to the questionable actions of limited board members:
    a. Issuance of complaints to the State of Oregon regarding improper public and emergency meeting actions
    b. Consultation with legal counsel and possible reporting of improper conduct
    c. Possible impeachment or officer removal due to unethical conduct

Karen Burger

Effective 7/7/25

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	2024/25		2025/26		
General Admission	**In District**	**Out of District**	**In District**	**Out of District**	**Cost Change**
Adult (18-59)	$5.00	$6.25	$5.25	$6.50	$0.25
Senior (60+)	$4.50	$5.75	$4.75	$6.00	$0.25
Youth (0-17)	$4.50	$5.75	$4.75	$6.00	$0.25
Minnows & Moms (0-adult)	$3.75	$3.75	$4.00	$4.00	$0.25
Admission to Classes					
Adult (18-59)	$5.75	$7.25	$6.00	$7.50	$0.25
Senior (60+)	$5.25	$6.50	$5.50	$6.75	$0.25
10 Visit Splash Card (lap & rec swim)					
Adult (18-59)	$49.00	$62.00	$54.00	$67.00	$5.00
Senior (60+)	$43.00	$54.00	$48.00	$59.00	$5.00
Youth (0-17)	$43.00	$54.00	$48.00	$59.00	$5.00
Minnows & Moms (Adult+child)	$68.00	$68.00	$73.00	$73.00	$5.00
10 Visit Instructional Splash Card (Instructor led class)					
Adult (18-59)	$55.00	$69.00	$60.00	$74.00	$5.00
Senior (60+)	$50.00	$63.00	$55.00	$68.00	$5.00
Memberships					
Adult (18-59) ***3 month***	$187.00	$233.75	$141.00	$172.00	
Senior (60+) ***3 month***	$147.00	$183.75	$115.00	$139.00	
Senior Couple ***3 month***	$174.00	$217.50	$133.00	$162.00	
Youth (0-17) ***3 month***	$147.00	$183.75	$115.00	$139.00	
Family ***3 month*** (2 adults+up to 4 kids) Add adult=$25 add kid=$5	$242.00	$302.50	$186.50	$227.50	

	2024/25		2025/26		
	In District	Out of District	In District	Out of District	Cost Change
Adult (18-59) ***Year pass***	$374.00	$467.50	$424.00	$517.00	$50.00
Senior (60+) ***Year pass***	$294.00	$367.50	$344.00	$417.00	$50.00
Senior Couple ***Year pass***	$348.00	$435.00	$398.00	$485.00	$50.00
Youth (0-17) ***Year pass***	$294.00	$367.50	$344.00	$417.00	$50.00
Family ***Year Pass*** (2 adults+up to 4 kids) Add adult=$100 add kid=$20	$485.00	$606.75	$560.00	$682.00	$75.00
Swimming Lessons (Effective Sept 1)	$50.00	$62.00	$52.00	$64.00	$2.00
Rentals					
Pool (1 hour up to 40 people)	$125.00	$156.00	$135.00	$166.00	$10.00
Pool w/Inflatables (2 hours min. up to 40 people)					
Inflatable Swims					
Age 2+			$12.00	$15.00	
Age 0-1			$4.50	$5.75	

LEBANON AQUATIC DISTRICT

RESOLUTION NO. 2025-3-2

A RESOLUTION AUTHORIZING FINANCIAL PROCEDURES AND DESIGNATING BANK(S) AND SIGNATORIES

WHEREAS, pursuant to ORS 266.370, the Board of Directors ("Board") of the Lebanon Aquatic District ("District") is the governing power of the District and shall exercise all powers of the District; and

WHEREAS, pursuant to ORS 266.410(4), the Board is authorized "[t]o direct the payment of all lawful claims or demands"; and

WHEREAS, pursuant to ORS 266.440, all District funds are required to be deposited, in the discretion of the Board, in one or more banks designated by the Board, and any funds deposited in the bank may be paid out only by warrant or check signed by the secretary and countersigned by the president of the Board, or by designees named by the Board; and

WHEREAS, the Board desires to name or reaffirm one or more financial institutions at which the District's funds will be kept; and

WHEREAS, the Board seeks to authorize certain of its members to be signatories on such accounts;

WHEREAS, pursuant to ORS 294.338, the District may not expend money or certify to the assessor an ad valorem tax rate or estimated amount of ad valorem taxes to be imposed in any year unless the municipal corporation has complied with Oregon's Local Budget Law requirements (ORS 294.305 to 294.365); and

WHEREAS, pursuant to the Local Budget Law the District's Budget Committee has approved a budget document for FY 2025-2026 and has referred the budget document to the Board, as the governing body, for final approval; and

WHEREAS, ORS 294.438 requires the Board to publish notice and a financial summary of the budget between five (5) and thirty (30) days before holding a meeting to consider the proposed budget; and

WHEREAS, pursuant to ORS 294.453, at the meeting called pursuant to ORS 294.438, the Board is required to hold a public hearing on the budget document as approved by the budget committee, where any person may appear for or against any item in the approved budget document; and

WHEREAS, pursuant to ORS 294.456(1)(a), after the public hearing and consideration of matters discussed at the public hearing, the Board must enact the ordinances or resolutions necessary to adopt the budget, make appropriations, and determine and declare the ad valorem property tax amount or rate to be certified to the assessor for the ensuing budget period; and

WHEREAS, pursuant to ORS 294.456(1)(b), the Board may amend the budget estimates and proposed ad valorem property tax amount or rate in the budget document before adoption, except that the amended budget must be republished if:

(a) The amount of estimated expenditures for each fund is increased by more than $5,000 or 10 percent of the estimated expenditures, whichever is greater; and

(b) The amount or rate of the total ad valorem property taxes to be certified to the assessor exceeds the amount approved by the Budget Committee;

NOW, THEREFORE, the District's Board of Directors ("Board") hereby resolves as follows:

1. The District's funds shall be kept at:

   A. Peoples Bank (checking) - Savings
   B. LGIP (savings)
   C. LGIP (investments)
   D. Peoples (other Swim Club

2. The following individuals shall be authorized to sign checks on behalf of the District:

   A. Jeremy Guenther
   B. Darla Bulmer
   C. Mark McAllister

3. The following person or persons is/are authorized to ensure that necessary procedures are followed to notify banks of any changes in signatories and to ensure compliance with Oregon's Local Budget Law for the 2025/2026 fiscal year.

   A. Darla Bulmer
   B. Jeremy Guenther

4. The District may change its financial institutions, signatories, and/or designation of a budget facilitator by resolution of the Board.

APPROVED AND ADOPTED on May 30, 2025.

K. Kendall
Board Chair

ATTEST:

District Secretary

LEBANON AQUATIC DISTRICT

RESOLUTION NO. 2025-6-1

A RESOLUTION OF THE BOARD OF DIRECTORS OF LEBANON AQUATIC DISTRICT ESTABLISHING NEW USER FEES AND CHARGES FOR DISTRICT FACILITIES AND SERVICES.

WHEREAS, Lebanon Aquatic District ("District") is authorized by to establish and collect reasonable charges for the use of the facilities of the District and issue appropriate evidence of the payment of such charges,

WHEREAS, Lebanon Aquatic District ("District") is authorized to make rate adjustments based on the financial climate and adopt this fee increase by resolution.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OR DIRECTORS OF THE LEBANON AQUATIC DISTRICT:

That the District shall change rates for user fees In District and Out of District as attached effective July 7, 2025. *Lessons rates will increase effective Sept. 1, 2025

ADOPTED BY THE BOARD OF DIRECTORS OF THE LEBANON AQUATIC DISTRICT THIS 16TH DAY OF JUNE 2025.

LEBANON AQUATIC DISTRICT

BY:_____
Board of Directors

ATTEST

_____
Secretary

LEBANON AQUATIC DISTRICT

RESOLUTION NO. 2025-06-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEBANON AQUATIC DISTRICT TRANSFERRING FUNDS FROM CONTINGENCY FUND CATEGORY TO THE SPECIAL (SPECIAL FUND 300).

WHEREAS, the Board of Directors ("Board") of the Lebanon Aquatic District ("District") has determined that there are sufficient funds in the District's Contingency Fund for FY 2024/2025, in the amount of $_____, and

WHEREAS, ORS 294.361W permits the Board to transfer from the Contingency Fund of the municipal corporation to the Special Fund category when authorized by an official resolution;

NOW, THEREFORE, the Board, acting as the governing body of the District, hereby resolves as follows:

1. That the Board hereby authorizes a transfer of funds from the District's Contingency Fund to the Special Fund (Fund 300), in the amount of $_____.

2. That the Executive Director is hereby authorized to affect this transfer.

APPROVED AND ADOPTED by the Board of Directors of the Lebanon Aquatic District this 16th day of June, 2025 by the following vote: Ayes:_____ Nay:_____

Dated:_____

_____
Board Chair

ATTEST:

_____
District Secretary

RESOLUTION No. 2025-6-2

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the LEBANON AQUATIC DISTRICT hereby adopts the budget for fiscal year 2025-26 in the total of $1,366,625 now on file at the LEBANON COMMUNITY POOL located at 1800 SOUTH FIFTH ST. LEBANON, OR 97355 in Lebanon, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and for the purposes shown below are hereby appropriated:

General Fund	
Personnel Services…	658,576
Materials & Services	196,515
Capital Outlay……..	237,000
Debt Service…….	41,325
Transfers Out……	-
Contingency…….	22,509
**Total……..... **	**1,155,925**

Debt Service Fund	
Debt Service	0
**Total…… **	**0**

Reserve Fund	
Personnel Services.....	0
Materials & Services….	0
Capital Outlay…….	0
**Total……. **	**0**

Special Fund	
Personnel Services…….	32,900
Materials & Services….	11,225
Capital Outlay……	0
Contingency……	1,575
**Total…… **	**45,700**

Total APPROPRIATIONS, All Funds	**1,201,625**
Total Unappropriated and Reserve Amounts, All Funds	165,000
TOTAL ADOPTED BUDGET	**1,366,625**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the LEBANON AQUATIC DISTRICT hereby imposes the taxes provided for in the adopted budget:

(1) In the amount of **Or** at the rate per $1000 of assessed value of $ 0.24 for permanent rate tax;
(2) In the amount of **Or** at the rate per $1000 of assessed value of $ _____ for local option tax; and
(3) In the amount of $_____for debt service on general obligation bonds;

and that these taxes are hereby imposed and categorized for tax year 2025-26 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

Permanent Rate Tax.....$0.24 / $1000
Local Option Tax……..$ _____ /$1000
General Obligation Bond Debt Service……..……..…..$ _____

The above resolution statements were approved and declared adopted on this 16th day of June, 2025

X_____
Mark McAllister

X_____
Kim Kendall

X_____
Jereme Guenther

X_____
Laurie Dennis

X_____
Darla Bulmer