

Western Ada Recreation District
Meeting Minutes

December 19, 2018 Regular Business Meeting

In Attendance:

Shaun Wardle, Director
Tyler Rountree, Director
Colin Moss, Director
Ema Brenneman, Secretary-Treasurer
Laura Urias, Pool Manager

Other Attendees:

Dawn Skelton, All American Insurance
James Fullinwider, All American Insurance
Rachelle Bird, Killer Whales Swim Team
Joel Howard, Park Creek Subdivision
Kalin Partridge, Killer Whales Swim Team

The meeting was called to order by Director Wardle at 12:00pm.

Item 1: Approve the Amended Agenda

Director Wardle asked Ema to explain why the agenda was amended. Ema said that an executive session was added to discuss information that had come up in between the posting of the original agenda and the board meeting. Director Rountree moved that the board approve the amended agenda as presented; Director Moss seconded. The agenda was approved unanimously.

Item 2: Consent Agenda

Director Moss moved that the board approve the consent agenda as presented; Director Rountree seconded. The consent agenda was approved unanimously.

Item 3: ICRMP Insurance Policy Presentation from Dawn Skelton and James Fullinwider of All American Insurance

James discussed the policy and addressed changes to the policy. None of the changes to the policy limit coverage, but one change does expand coverage. James discussed ICRMP and standard industry language. James asked if the board would like to take some time to re-evaluate the policy and valuations. James discussed the appraisal. Contents includes pool equipment, refrigerators, desks, chairs, etc. James said it is time to revisit the policy and make sure coverage is appropriate. Director Wardle said this is something that the board would absolutely like to do, and that WARD has a depreciation schedule that may be helpful. The board discussed the transfer of assets for Fuller Park to the city and the reduction in premium for next year's policy. In March Dawn will provide a side by side comparison of the policy costs; one with no changes, and one with the Fuller Park assets removed. James asked if the board had any plans for new acquisitions by October of next year. Dawn asked if there were any plans for the Tammy Street property. Director Wardle said that WARD was looking for a solution for the district and the community on the Settlers Village Property. The board does not have

any plans for new acquisitions. James said that the depreciation schedule would be a good starting point to updating the policy and that Dawn would work with Ema to get updates. The board clarified that the bath house building listed on the policy is the pool building. James said that an insurance policy such as ICRMP has nice features for members.

Item 4: Discussion of Pool Bubble/Dome Project

Director Moss discussed Stapley Engineering's assessment of options to cover the pool. A bubble would be the only option. To put a bubble over the pool there would have to be an annual plan for the removal and storage of both slides, the high dive, and one umbrella. Director Moss said that it would be a hefty undertaking to remove and store items each winter and then put them back in every spring. Director Wardle asked if it would void the warranty on the existing items at the pool. Director Moss said that a bubble would be approximately \$65,000, but the year to year maintenance would be tough. Director Wardle said that WARD had a potential expansion that would be an option for a covered year-round facility. Director Moss said that retrofitting is a less desirable option. Director Rountree said that there are too many things to overcome to make a bubble happen. Planning an expansion with a covered space may be a better idea. Director Moss and Director Wardle discussed options for a potential new facility. Director Moss asked if it was the direction of the board to discontinue the bubble inquiry. Director Rountree and Director Wardle said yes, the board would like to stop bubble discussions at this point. Director Wardle asked if anyone had comments on the bubble. Rachelle Bird and Laura both said they thought this was a great decision for WARD.

Item 5: Discussion of 2019 Board Meeting Dates

Ema asked the board to look at the calendars in their meeting packet. Director Moss asked if we were going to set meeting dates for the entire year. Ema said she would like to if possible. Director Wardle said that if WARD sets meeting dates for the entire year and posts them on the website then newspaper notices of meeting dates are not required. Director Moss said that the third Thursday of the month is the typical meeting day.

Item 6: Action Items

a. Set 2019 Board Meeting Dates

- July 2019 Budget Workshop
- August 2019 Budget Hearing

The board discussed their availabilities and set the following meeting dates.

January 17
February 21
March 19
April 18
May 16
June 20
July 17 – also budget workshop
August 15 – also budget hearing
September 19
October 15
November 20

December 19

Item 7: Pool Manager's Report

Laura said she had been in contact with the summer swim teams to coordinate what days meets would take place. She has been working with Tara Bollwinkle to schedule another swim clinic. Dairy Days is on a Saturday this year. Director Moss and Laura discussed the Dairy Days schedule this year. The pool bash, belly flop contest, and pool participation in the parade will need to be scheduled in accordance with the new Dairy Days schedule. Director Wardle said participating in the community parade is important to the board and that the Dairy board may have some input. Laura said that lesson dates for next year had been set. Director Wardle asked when registration would be opened for swim lessons. Laura said in April, but the process is time consuming. Director Wardle said that software and scheduling challenges should be addressed. Director Wardle said that Recreation Management is an industry wide publication for municipalities, recreation districts, etc. Director Moss that the National Recreation Parks Association magazine is also a good publication. Laura said that she is working on a report to see if the pool needs a vehicle or not. She does not think it is necessary to have a pool vehicle. In the past the pool vehicle was used to get supplies such as concessions inventory and pool chemicals. Laura has been in contact with H2O Pools; they will have a chemical delivery service in the summer. Director Wardle said that professionals should be delivering and setting up chemicals. Ema mentioned that the current pool vehicle is difficult to drive as it has a manual transmission. Director Rountree asked if there was any other purpose to the truck other than getting chemicals. Laura said that the truck is also used to run miscellaneous errands. Ema said that paying mileage takes more time on the accounting side, and that she will check coverages with insurance to make sure the district is covered for employees driving personal vehicles on work time. Laura said that as a side note the majority of our staff is under the age of 18 and this could be a risk item. Ema asked if Laura thought the pool would ever run into a situation where an errand needed ran and no one has a vehicle. Director Wardle said that there are very few scenarios when a person would need to run an errand. Director Rountree said that he didn't see any reason why any staff, other than Laura and Ema, should be running errands and picking supplies up for the district. Laura said that she would plan in advance to have lesson cards, lesson candy, and supplies on hand that will curb the need to run errands. Ema said that Laura has done a lot of work planning for next season to have vendor deliveries rather than employees running errands.

Item 8: Secretary/Treasurer Report

Ema said that she had met with IT and gone through a stack of computers that were found by Laura and Ema throughout the building. Ema disposed of the outdated hardware items at a registered 501(c)(3) in accordance with generally accepted government disposal processes. Typically, governments have a surplus of old computers and other agencies are not interested in surplus outdated IT hardware. Ema has been working with Laura to get a schedule of keys for the new Keymark system here at the pool. The schedule is finalized but Ema would like to have the board take a look before pulling the trigger on the order. Director Wardle said to make sure a new master key in the Knox box. Ema said that there has been some problems with the concessions counter door. Director Wardle asked if it is going to be fixed. Ema said she wasn't sure who to call or what to do. Director Rountree explained the issue with the door not sealing properly on the counter. The board discussed possible solutions. Laura said that there had been problems with the door all season. Director Wardle told Ema to call Bill at the Ewing Company and ask who the provider was and what solutions may be available. Director Wardle also said to find an interim solution. Ema said WARD has received the final bill from Lawn Co. for fixing the water line issue at Fuller Park. The board had approved \$7,025 for the work. The bill is about \$700 higher, and the City of

Meridian has offered to pick up the difference. The auditors will be here on January 10th and 11th. Director Wardle asked if anyone else had received an alarm call for the first aid door. Director Wardle said that Laura should be added to the alarm list.

Item 9: Action Items

a. Approval of Health Insurance Policy Change Resolution

Ema said that at the suggestion of WARD's insurance representative and looking over the plan, Ema would like the district to change from the Gold 250 to the Gold 1000 Plus plan. There is no additional cost to the district, however board approval is needed to offer a new plan. The Gold 1000 Plus plan has lower office visit cost for in network providers. Director Moss said that the deductible is higher on the new plan. Director Wardle asked how many employees are currently on the plan. Ema said one. Director Wardle asked if that employee was Ema. Ema said yes and that the plan was the suggestion of our insurance provider.

Director Wardle moved to approved pricing for 2019 Health Insurance Policy Change. Director Rountree Seconded. The motion passed unanimously.

Director Wardle noted the current resolution draft had some clerical errors and asked Ema to provide a clean resolution document for signature. Ema will get a clean document for signature.

Item 10: Miscellaneous

Director Wardle noted that there were no miscellaneous items.

Item 11: Executive Session pursuant to Idaho Statute 74-206(b) to consider and discuss employee related issues

Hearing no further regular business, Director Wardle moved that the board enter into Executive Session pursuant to Idaho Statute 74-206(b) to consider and discuss employee related issues. Director Wardle called for a roll call vote to enter executive session: Director Wardle, aye; Director Rountree, aye; Director Moss; aye. The board entered Executive Session at 12:49pm.

The board returned to Regular Session at 1:19pm.

Hearing no other business, Director Wardle adjourned the meeting at 1:20pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer
Western Ada Recreation District.