

Western Ada Recreation District
Meeting Minutes

April 18, 2019 Regular Business Meeting

In Attendance:

Shaun Wardle, Director

Tyler Rountree, Director

Colin Moss, Director

Ema Brenneman, Secretary-Treasurer

Laura Urias, Pool Manager

Other Attendees:

Rachelle Bird, Killer Whales Swim Team

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

Item 1: Approve the Agenda

Director Moss moved that the board approve the agenda; Director Rountree 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: IT Issues Correction Proposal from Mark Grimm of CMIT Solutions

Ema discussed IT issues and solutions at the pool. Mark Grimm discussed issues with the current network setup and proposed solution. This solution will save the district money on the phone and internet bill in the future. The board discussed phone providers, contracts and the security system.

Item 4: Action Item

a) Approval of IT Corrections Proposed by CMIT Solutions

Director Moss moved to approve the IT corrections proposed by CMIT solution in the amount of \$614.00; Director Rountree seconded. The motion passed unanimously.

Item 5: Bleacher Proposal from Rachelle Bird of Killer Whales Swim Team

Rachelle Bird discussed the need for swim team parents to be able to see their kids compete and restrictions that prohibit parents to be on the deck. Killer Whales would like to buy the bleachers and have WARD put in a cement pad and handle the installation of the bleachers. The board discussed the property line and a partnership with the Killer Whales. Rachelle and the board discussed potential issues

with seeing past the slide and shade awnings. Director Wardle said WARD would install the bleachers and handle the logistics of concrete installation. The board discussed the need for concrete bids and lawn sprinkler rework. The board will need a scope of work and a bid for the concrete work. WARD can then work with a lawn vendor to get a bid for sprinkler rework. Director Wardle said that Ema should call the Dig Line and have the ground marked before anyone digs. WARD will insure the bleachers after they are installed.

Item 6: Action Items

a) Approval of Bleacher Solution for Swim Teams

No action at this time.

Item 7: Tammy Street Property Discussion with Debra Pence of Settlers Village Neighborhood

The board discussed the cost to move the lateral that runs through the Tammy Street property. The current estimate is over \$100,000 and that would not leave much land that could be developed. Debra asked about the future of the property. The board said the mission of the district is aquatics. The board discussed the potential to sell or transfer the property to another party. Director Rountree discussed the history of the property. Director Wardle said that if the property were to be transferred to an HOA or non-profit the board would be willing to consider a capital expenditure. The board discussed the size of the lot and the potential to develop the lot with easements. The board discussed WARD's commitment to maintain the property in its current condition and work with the community to find a solution.

Item 8: Pool Deck Drain Solution Discussion

The board discussed the solution that was drafted by Breckon Land Design. That solution will not work. The drain does not have the capacity to handle the amount of water that runs to it. The board discussed working with the City of Meridian Parks Department to find a solution.

Item 9: Building Maintenance Discussion

Ema discussed maintenance items that were needed at the pool building. The HVAC system needs regularly maintained. One of the exterior water fountains broke and was running nonstop. Ema got bids from multiple vendors for each service and repair.

Item 10: Actions

- a) Approval of HVAC Systems Maintenance Agreement**
- b) Approval of Exterior Drinking Fountain Repair Bid**
- c) Approval of Plumbing Winterization & Spring Start UP Maintenance Agreement for Exterior Showers and Drinking Fountains**

Director Wardle moved to approve the contract with American Mechanical Corporation for HVAC maintenance and repair, and enter into an agreement with Plumbing Solutions for Plumbing repair and maintenance; Director Rountree second. The motion passed unanimously.

Item 11: Payroll Processing Discussion

Ema discussed potential payroll vendors to make the payroll process more efficient. Director Wardle discussed the need for compliance and cost savings. ADP offers some HR resources and multiple ways for employees to get paid. Ema said that ADP has check signing which can save time for WARD. Ema did a cost analysis on ADP vs. QuickBooks.

Item 12: Action Item

a) Approval of New Payroll Processing Solution

Director Moss moved to move forward with the ADP Enhanced Payroll package in the amount of \$3,210 per year; Director Rountree Seconded. The motion passed unanimously.

Item 16: Executive Session Pursuant to Idaho State Code §74-206(b) to Consider Personnel Matters and §74-206(f) to Discuss Pending or Imminent Litigation with Legal Counsel. (Moved to accommodate appointment with Legal Counsel)

Matt Bennett with Foley Freeman conferenced in via telephone.

Director Wardle moved that the board enter into Executive Session Pursuant to Idaho State Code §74-206(b) to Consider Personnel Matters and §74-206(f) to Discuss Pending or Imminent Litigation with Legal Counsel; Director Moss seconded. Roll call vote. Director Wardle; Aye, Director Rountree; Aye, Director Moss; Aye.

The board returned from executive session at 1:20 pm. Roll call vote. Director Wardle; Aye, Director Moss; Aye Director Rountree; aye.

Item 14: Secretary Treasurer Report

Ema said that property tax collected in FY18 that (should have) carried over to FY19 budget year is \$5,740. The new locks at the pool will be installed soon. Ema discussed attending purchasing training and upcoming training. The new employee manual and policies are in the works. Electronic storage is an option, but would take more time at this point. Director Wardle said the annual budget should be posted to the website. Ema discussed the annual building inspections for fire and backflows. There is corrosion in the muriatic acid room. Laura clarified that this happened because lids to the acid containers were left open. Ema discussed concessions vendors.

Item 13: Pool Managers Report

Laura said that sign ups for pool parties were starting and discussed hiring for seasonal pool staff. Laura is working with a company for another bid on the shade structure. The refugee video filmed at the pool is now complete and can be viewed.

Item 15: Miscellaneous

Hearing no other business, Director Wardle adjourned the meeting at 1:30 pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer, Western Ada Recreation District.