

Western Ada Recreation District
Meeting Minutes

January 23, 2020 Regular Business Meeting

In Attendance:

Shaun Wardle, Director

Heath Van Patten, Director

Tyler Rountree, Director

Ema Brenneman, Secretary-Treasurer

Laura Urias, Pool Manager

Sara Partridge, Meridian Killer Whales

The meeting was called to order by Director Wardle at 1:00pm.

Item 1: Approve the Agenda

Director Rountree moved that the board approve the agenda; Director Wardle seconded. The agenda was approved unanimously.

Item 2: Consent Agenda

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

Item 3: Presentation of Official November 5, 2019 Subdistrict 3 Director Election Results

Ema said the official results show the prior incumbent, Shaun Wardle, won the vote for seat number 3 by 56.4% and will continue as the seat 3 director. Director Wardle noted that this was the first subdistrict director election for Western Ada Recreation District.

Item 4: Action Item

a) Acceptance of Official Election Results

Ema Read the resolution to accept the official election results titled "Resolution to Accept the November 5, 2019 Subdistrict 3 Director Election Results".

Director Rountree made a motion to approve the results. Director VanPatten seconded. Director Wardle called for a roll call vote. Director Rountree: aye, Director VanPatten: aye, Director Wardle: aye. The resolution was approved unanimously.

b) Swearing in of Subdistrict 3 Director

Director Wardle read the Oath of Office for Subdistrict 3

Item 5: Discussion of Building Cleaning Bids

Ema said that the pool needed a new cleaning vendor as the prior vendor went out of business, and that this was discussed at the last board meeting. Since then, best purchasing practices were used and four vendors were called upon to provide bids. The main things to be looked for in a vendor were sanitization and proper maintenance of the building. Director Wardle discussed the facilities and the needs of customers and staff members. Ema discussed the total estimated yearly costs per vendor, with Vanguard being the low bidder. Director Wardle asked about the cleaning frequency. Ema said that each of the vendors was asked to give their professional opinion about cleaning of the facility and each vendor recommended service 7 nights per week during the busy season. The services were reduced as much as possible during the down season to be fiscally responsible, but still need to be done 3 days per week during the fall time in which the swim teams use the pool. Director Rountree said the agreement with the vendor should be short term until a relationship was established. Director VanPatten asked about the reputation of the companies. Director Wardle said he was familiar with Vanguard and that they were a reputable company.

Item 6: Action Item

a) Selection and Approval of Building Cleaning Vendor

Director Rountree made a motion to accept the proposal by Vanguard for cleaning up the pool facility. Director VanPatten seconded. The motion passed unanimously.

Item 7: Discussion of 2020 Grounds Maintenance Bids

Ema said that bids were sent out in 2019 for mowing of lawns and maintenance. The vendor selected in 2019, Lawn Co., has proposed another one-year agreement with the only pricing increase being the hourly labor rate of \$5.

Item 8: Action Item

a) Approval of 2020 Grounds Maintenance Contract

Director Rountree made a motion to accept the proposal by Lawn Co. for both the Tammy Street property and the Pool property. Director VanPatten seconded. The motion passed unanimously.

Item 9: Risk Management Personnel Policy Review

Ema reviewed the personnel policy and where it can be found. Copies can be found online, in the Secretary/Treasurer's office, at the pool front desk and in the staff lounge. Director Wardle noted that all of WARD's employee documents are online and this is positive and transparent for parents whose underage kids work at the pool.

Item 10: Pool Manager's Report

Laura said that the season is quickly approaching and she is putting dates together for the season. She is working around Dairy Days and the West Ada school calendar and may offer drop in swim lessons for the first days of opening. Interviews will start in March. Director Wardle said that childcare providers may take advantage of drop in swim lessons. Director Wardle discussed advertising with Laura. Ema said

that the pool did a press release last year and that went well. Director Wardle asked about staffing. Laura said that she has an email out to prior year staff about returning for this season.

Item 11: Secretary/Treasurer Report

Ema said that the auditors were able to finish the audit in one day this year; they will present the audit to the board when it is completed. Ema discussed winter maintenance at the pool, including the security system and pipe burst monitoring. Ema said that the board was not comfortable approving the prior contract presented by Crane Alarm due to the length of the contract, and that she would bring back a one-year contract for approval at the next board meeting. Director Wardle instructed Ema to get a recommendation from Crane Alarm about pipe burst monitors. Ema said that the tax filings for W2's are done by ADP and that 1099's will be done by Ema.

Item 12: Miscellaneous

Sara discussed swim times with Laura. She also asked about WARD providing lifeguards, rather than Killer Whales covering their own. Director Wardle said that the charge to Killer Whales should only include the employee pay and employer tax, not any other overhead charges. Director Wardle instructed Laura to put a plan together for marketing and social media presence. Ema asked about pricing and what the board would like to see for the summer 2020 price list. Director Wardle discussed pricing with Laura and what should happen for the next resolution. Laura said the board meeting on June 26th clashed with the Dairy Days pool bash. The board discussed moving the board meeting to Tuesday June 23rd. The board discussed rusting issues in the locker rooms and how to remedy the problems.

Hearing no other business, Director Wardle adjourned the meeting at 1:40 pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer, Western Ada Recreation District.