

Western Ada Recreation District
Meeting Minutes

September 20, 2018 Regular Business Meeting

In Attendance:

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

Other Attendees:

Rick Glenn, Triple G Construction
Mark Freeman, Attorney Foley Freeman PLLC
Steve Siddoway, City of Meridian Parks & Recreation Department
Rachelle Bird, Killer Whales Swim Team
Amanda Bidwell, neUdsesign
Jim Escobar, neUdesign

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 as presented; Director Rountree seconded. The agenda was approved unanimously.

Item 2: Consent Agenda

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

Item 3: Update on Fuller Park Restroom Project from Amanda Bidwell (neUdesign Architecture) & Rick Glenn (Triple G Construction)

Amanda discussed the current completion status of the Fuller Park Restroom Project. NeUdesign will do a site walk and punch list on September 21st for final inspection items. The electrical and mechanical engineer will be present for the site walk. Rick Glenn with Triple G Construction said that the project should be substantially complete by Monday and discussed the status of landscaping, roofing, plumbing, mechanical, flooring, partitions, painting, electrical, lighting and hardware. Rick asked what he should do with the keys to the new restroom facility when he was ready to turn them over. Director Wardle instructed Rick to deliver the keys to the office (Ema). Rick discussed the occupancy permit and timing issues. neUdesign will contact the City of Meridian and request a Certificate of Occupancy inspection. Rick asked if WARD wanted to have the temporary fencing around the new sod taken down or left up for another week. The board decided to keep the fencing up. Director Wardle said that the project needs to be finalized by September 30th, 2018 for budget timing and warranty. Jim Escobar is going to make sure that any sewer inspection needs are taken care of with the City of Meridian.

Item 4: Action Items

- A. Approval of change order #4 for Fuller Park Restroom Project**
- B. Approval of change order #5 for Fuller Park Restroom Project**

Amanda discussed change order #4 for the digging in of electricity. Amanda said change order #5 is for adding an HVAC diverter to keep the warranty intact on the unit. Rick Glenn said he is currently paying the power bill for a temporary power drop at the building and will have the bill transferred to WARD. Ema will work with Rick to get the power bill transferred over. Director Wardle requested that Amanda get an update on the security system install via email to the board. Director Wardle asked for clarification on change order #5. Amanda said walls were put around the HVAC unit during the design process. The walls do not allow for the correct clearance on the HVAC unit. This is an error on the part of neUdesign and the mechanical contractor. The simplest solution is to add a piece of equipment that draws air from above instead of beside the unit. Rick said that this will not impact the inspection(s) and that the unit can still be run until the diverter is installed. Director Rountree said that WARD needed assurance from both the installer and the supplier that the installation is up to spec, and the unit will be fully warrantied. WARD does not want to have the warranty negated on the unit. Jim said that the unit should not need to be run with the current climate. Director Rountree expressed moisture concerns about the location of the unit and the slope of the roof. Jim said that these units are typically exterior units that can handle snow and generate their own heat.

Director Rountree moved to approve change orders #4 and #5 for the bathroom project; Director Moss seconded. The motion passed unanimously.

Rick asked if the board wanted him to replace a tree that was moved during the project. Director Rountree said the offer was generous, but not needed. Rob said that the tree was moved for security purposes.

Amanda asked if Rick wanted to talk about change order #6. Director Wardle said there was nothing on the agenda about change order #6. Amanda said that it had just come up (that morning). Rick discussed the block wall and the roof. There is a gap between the top of the wall and the bottom of the roof. Rick's suggestion is to install metal trimming around the perimeter of the building to complete the soffit and seal the building. Director Moss asked for clarification. Director Rountree illustrated the issue. Rick said that total change order was ~\$1,600 to install metal. Director Wardle said WARD needed to find a permanent solution and that there would be an action item on the agenda at the next meeting.

Item 5: Discussion of Fuller Park transfer to the City of Meridian

Director Wardle introduced Steve Siddoway, Parks Director for the City of Meridian, and Mark Freeman, legal counsel for WARD. Director Wardle and Steve Siddoway made a presentation to the Meridian City Council on Tuesday evening (September 18th) about transferring the park to the City of Meridian. Director Wardle said that at the last board meeting WARD discussed a transfer of Fuller Park to the City of Meridian on October 1, 2018. After legal review an agreement was drafted to transfer the park on September 30, 2019. Mark Freeman clarified that while it is a transfer, it is a sale and conveyance. Mark Freeman discussed minor changes to the draft agreement that had been made. WARD will receive \$1,000 for consideration to be paid at closing and will reduce its levy for the park. Director Wardle said that this is a sale and conveyance; under statutory authority and state code WARD can sale and convey properties. Director Wardle said that as an important note the Maintenance and Operation Agreement

states that the city will take over operations of the park on October 1, 2018. WARD will pay the city \$276,000 for operations of the park in FY2019. Steve Siddoway discussed warranties on the new restroom facility and impact studies.

Director Wardle also discussed potential transfers of the pool to the city. Some Meridian City Council members were excited about the transfer of the pool.

Director Wardle clarified that all equipment will transfer to the city with the park. Steve Siddoway said the city will begin using equipment on October 1, 2018. Director Rountree asked if the city could change their mind. Mark Freeman said that there are provisions in both contracts for termination. The city has 90 days under the inspection provision to review and inspect. If the city is not satisfied with the condition of the park they have the ability not to go forward. There is also a 90-day inspection period for the restroom. If the city does not act within 90 days, they are bound to the agreement. Steve Siddoway said that the city just needed a period to conduct the environmental study.

Item 6: Action Item

A. Approval of transfer & transfer plan for Fuller Park transfer to the City of Meridian

Director Wardle explained that WARD would approve the agreements in final form and then the city would consider and approve the agreements at the Tuesday September 25th, 2018 City council meeting. Steve Siddoway said it was anticipated that the agreements would be on the consent agenda. Director Moss said that he will be obtaining from the vote.

Director Wardle moved to approve item #6 approval of transfer & transfer plan for Fuller Park transfer to the City of Meridian. Director Rountree seconded. Director Moss abstained. The motion passed.

Item 7: Pool Manager's Report

Laura said that September has been a slow month. Swim teams will be at the pool for approximately four more weeks and the pool will be hosting a CrossFit meet. Next year Laura would like to add more classes. Last year was a trial period with new schedules and in the coming year WARD can add more classes and open swim hours. Lap swim was offered last week and created some conflicts on Friday's with swim lesson fun days and safety days. Next year Laura would like to favor swim lessons and remove lap swim from Friday's.

We have some blind spots on our cameras that Laura would like to address. Laura would like to get new safety gear and different sizes for multiple employees. Director Moss and Director Wardle said to replace the safety equipment immediately.

Laura discussed painting the deck to keep people clear of emergency areas on the deck. Director Wardle asked about lap swim usage at the pool. Laura said that we have extended hours at the pool through September, but we haven't seen a lot of use on the lap swim. Weather has had an impact on the extended hours at the pool. Laura discussed advertising for next year.

Director Wardle said the focus in the swim lesson program is teaching kids to swim. The board would like to focus on level one and level two lessons. Director Wardle asked about staffing for next year and how many employees we would need next year. Laura will get numbers together for the next meeting.

Director Rountree asked about camera needs at the pool and requested that we get a quote from Crane to get cameras installed where we wanted them.

Laura discussed pool parking issues. Director Wardle said that all employees should be parking far away. Director Wardle and Director Moss said that WARD does not want to put up any pool parking signs.

Item 8: Park Superintendent Report

Rob said the irrigation system is flowing at the park and that the grass is looking fantastic. Rob discussed amounts received for surplus mowers, and machinery and weed maintenance. Rob said that the Tammy park has been maintained. Rob and the board discussed the pool drain project. Rob said he was going to work with Breckon to get the lateral relocated at the Tammy Street park, but they have been slow to respond.

Item 9: Secretary/Treasurer Report

Ema discussed the FY2018 budget and categories that we had gone over budget on. WARD had more concessions sales and open swim than last year. There were also more employee gifts and incentives than anticipated. Director Wardle asked Laura and Ema to find out how many employees take advantage of the lifeguard certification reimbursements.

Director Moss asked about concessions revenue and expenses and the board expenses recorded for inventory that is on hand. Rob and Laura discussed concessions inventory management over the prior year. Director Wardle discussed ordering of concessions inventory and discrepancies in efficiency. Director Rountree said that there should be inventory on hand with a value. Director Wardle asked for an inventory count and donation of any items that may be old.

Director Wardle and Ema discussed budget totals and additional categories that WARD went over budget on.

Ema discussed injury complaints at the pool and insurance status. Auditors will be here January 10th and 11th. Next month the Charles Schwab (Buffington Mohr) reps will be here to discuss our investments. Tammy Street park neighbors have been inquiring about the park and will probably be at the next board meeting.

Ema discussed the current administrator on QuickBooks is outdated and needs updated.

Item 10: Action Items

A. Approval of Emalore Brenneman as QuickBooks administrator

Director Moss moved that we approve Emalore Brenneman as QuickBooks administrator. Director Rountree seconded. The motion passed unanimously.

Item 11: Miscellaneous

Director Moss discussed United Way week at the beginning of October the City of Meridian. Director Moss asked if the board would be willing to donate something to United Way for the cause, such as a season pass. Laura will work with Director Moss on a gift certificate. Director Moss will not be able to attend the November board meeting. Director Moss thanked Rob for his years of service to the district.

Director Wardle asked Mark Freeman if we would be able to act on if we only had one vote on an item (if a commissioner was gone or abstained from a vote). Mark Freeman said that there would be a quorum if two members were present. If a motion was presented and seconded the chairman's vote would be the deciding factor.

Item 12: 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). Ema Brenneman called for a roll call vote to enter executive session: Director Wardle, aye; Director Moss, aye; Director Rountree; aye. The board entered Executive Session at 1:20pm.

The board returned to Regular Session at 1:55pm.

Hearing no other business, Director Wardle adjourned the meeting at 1:56pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer
Western Ada Recreation District.