

Western Ada Recreation District
Meeting Minutes

January 17, 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
Bill Garcia, The Ewing Co.

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 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: Discussion of Concessions Counter Door issues with Bill Garcia from The Ewing Co.

Bill Garcia said that counter doors are not designed to be weather tight. The door has already been worked on quite a few times. Bill has looked at it and his solution is to loosen the counter and put more slope on it. This would allow any water to drip outside instead of inside of the building. A temporary cover could be used on the door during the winter but that would be a pain. Bill said they can do the work themselves to change the slope on the counter. Director Rountree asked if the slope will affect the ability to use the counter for concessions sales. Bill said the slope won't be steep enough to be an issue for counter sales. Director Wardle said that this is an inexpensive solution that has a high probability of working and won't affect customer service. It would be Director Wardle's preference to try this.

Director Rountree moved that the board have Bill with the Ewing Company add slope to the counter downstairs; Director Moss seconded. The motion passed unanimously.

Item 4: Discussion of Meridian Youth Baseball Contract

Director Moss said that the City of Meridian Parks and Recreation Department had been having discussions on what type of agreement they would have with Meridian Youth Baseball (MYB), so that MYB could set fees for the upcoming season. The Parks and Recreation Department is interested in extending the existing agreement with MYB so that they can continue to use the fields for the next year

as the city maintains the park. The easiest solution is for MYB to extend the current contract with WARD. There is a provision in the new contract that binds the City of Meridian to the contract after ownership of Fuller Park transfers from WARD to the city.

Item 5: Action Item

a) Approval of First Amendment to Fuller Park Baseball Fields Agreement

Director Moss moved that the board approve the First Amendment to the Fuller Park Baseball Fields agreement; director Rountree seconded. The motion passed unanimously.

Item 6: Discussion of Board Member Availability for February 21, 2019 Meeting

Director Moss said that he was not available on February 21st. Ema said that the auditors would like to present at the February meeting and that they were available on February 27th. Ema asked if all board members were available on the 27th. All board members said they were available that day.

Item 7: Action Item

a) Reschedule February 2019 Board Meeting

The February board meeting was moved to Wednesday February 27th, 2019 at the regular time of 12 noon.

Item 8: Pool Manager's Report

Laura said that she had met with Frank from KB Fabrication on the shade structure options. The board had originally opted for option #1 but Laura thinks option #2 may be a better choice. Frank is going to get a bid for the concrete work on option #2 and meet with Laura again. Laura has reached out to Elizabeth Rogers, who did the film at the pool this summer, to see if the film was completed but has not heard back from her. Laura does not believe the pool will need another storage shed for now. If the plan is to expand then we will need a bigger shed, but another one is not needed now. Laura has created a flowchart on the management structure of the pool for the upcoming season. She has also created a flowchart that shows what pool maintenance items H2O Pools will be responsible for and what maintenance items pool staff will be responsible for. Director Wardle thanked Laura for following up on the items the board had asked for last month. Director Wardle asked when we would start advertising for lifeguards. Laura said in early March. Instructor guard training is in February. The pool will not be opened until the last week of April or early May. Director Moss, Laura and Director Wardle clarified what supervisory staff would be termed as. Director Wardle said the appropriate term would be "Lead".

Item 9: Secretary/Treasurer Report

Ema said that the auditors were on site last Thursday and Friday. They will be at the February meeting to discuss and present the audit. Ema has continued working on getting everything tied out with Fuller Park being transferred to the City of Meridian. WARD saw a savings of \$3,300 in workman's comp. insurance for this year with the transfer of the park. Ema asked the board to look at the proposed key schedule. There will be a master key that opens everything, a manager key that opens everything except the secretary-treasurers office, and an employee/maintenance key that opens selected items. Ema said that it is difficult to have a key dedicated to maintenance and one to employees as there is a crossover in duties between the two positions. Ema also said that keys will not be handed out to all employees and that Laura only plans to give keys to staff in lead positions. Director Rountree asked about having

employees sign a key agreement before being allowed to have a key. Director Wardle said that there are standard key agreements called Key Issue Forms with language as to the cost of getting the building re-keyed should an employee lose their key. Ema clarified that the re-key fee is to re-key the entire building. Director Moss said that there should be an authorized list of users at Meridian Lock and Key and that the keys should not be able to be copied. Ema said that at the last board meeting there was some discussion of disposing of the pool vehicle. Ema has checked with the insurance company and WARD is covered for non-owned auto. The age of the employee doesn't matter as long as they have a valid driver's license. W-2's have been sent out and 1099's will go out next week. WARD has received an elevator maintenance bill and is in a 120-month contract with the elevator maintenance company that had been authorized by a former employee. Ema asked for the boards input on elevator maintenance. The current invoice is for 6 months of maintenance for \$1,500. Director Rountree asked what WARD got from the maintenance agreement. Ema said maintenance and repair. Director Wardle said that without a contract you can only call the company that installed the elevator. A single repair call can be as much as one year's fee for the contract. Bill Garcia said there was only one company that would supply elevator maintenance and installation for public works. Director Rountree said that keeping the pool vehicle though the 2019 season would be a good idea in case it is needed. Laura said the truck may be needed to haul signage and it was a good idea to keep it for one more season. Director Wardle said that he agreed and that the truck should be serviced prior to the start of the next season.

Item 10: Miscellaneous

Director Rountree asked Bill Garcia if there were any updates with the brick cracking on the front of the building. Bill said that the manufacturer has not come back with anything that they could offer. The only thing that could be is to tear everything off and start over and that might not solve the problem. Director Wardle asked if we should meet with counsel about this. Bill said that he would contact the manufacturer again. Director Rountree said that this should be taken care of and the district deserved a better answer than a shoulder shrug from the manufacturer. Director Wardle asked Bill to make a final effort contacting the brick manufacturer. Director Wardle said that now is an appropriate time to meet with the school district regarding new facilities. Director Moss said that he had met with Jason Warr from the school district some time ago regarding covering the existing pool. The Y has spoken about breaking ground on a new facility this spring and that the schools would be interested in this but there would not be enough space to serve all of the schools. Rachele Bird said that the cost to the school district was more than they had anticipated and that they were looking into using other pools. Director Rountree said that there needed to be a conversation with the school district about fulfilling the need. Director Wardle asked Director Moss to begin facilitating discussions on future expansions. Director Wardle said that WARD does not have the cash reserves to do a project now and that future planning discussions should be had. Director Wardle said that the ground that a potential pool could be housed on has not been looked at by engineers. Director Rountree said that the existing ground may not be big enough to house what is needed.

Hearing no other business, Director Wardle adjourned the meeting at 12:34pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer, Western Ada Recreation District.