

Western Ada Recreation District
Meeting Minutes

March 19, 2019 Regular Business Meeting

In Attendance:

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

Absent:

Shaun Wardle, Director

Other Attendees:

Rachelle Bird, Killer Whales Swim Team

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

Item 1: Approve the Agenda

Director Rountree moved that the board approve the agenda;

Director Moss asked Ema if there were any changes that were needed before starting the meeting. Ema requested that items 9 and 10 be removed from the agenda until all directors were present. Director Moss said for the record there was a discussion with Ema regarding moving items 9 and 10 to a later date when Director Wardle was present as he had specific experience and knowledge on the topics.

Director Rountree moved that the board approve the agenda less item 9 and item 10; The agenda was approved unanimously.

Item 2: Consent Agenda

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

Item 3: Discussion of Grounds Maintenance Contract Options for 2019

Ema said that bids were received from two vendors for maintaining the pool footprint and the Tammy Street property; Lawn Co. and De Los Santos. Lawn Co. had maintained the Tammy Street property at the end of last year. De Los Santos has been maintaining the pool footprint in prior years. Lawn Co. is the low bidder overall for both properties this year. In addition, Roger with the City of Meridian graciously offered to help WARD maintain the sprinkler system and Baseline database. Roger works closely with Lawn Co. and can work with them to get the database transferred. Roger's preference would be to work with Lawn Co. as he has an established relationship with them. Director Moss and Director Rountree said that the Lawn Co. bid was \$70 higher than the De Los Santos bid. Ema said that

the De Los Santos bid had a prepayment discount that was not taken into account when assessing the low bidder and would need to have a discussion with the board about prepayments if that was the desire of the board. Director Moss noted that the amount of the bid was not high enough to warrant a formal bidding process. Director Rountree clarified that the Lawn Co. bid was month to month. Director Moss said that WARD should accept Roger's assistance from the City of Meridian and work to ensure a smooth transition of the Baseline systems. Director Moss and Director Rountree reviewed the services on the quotes provided. Director Rountree asked if WARD had any issues with Lawn Co. last year. Ema said that Lawn Co. is a responsive vendor with a full office staff. Director Rountree said he was alright with Lawn Co.

Item 4: Action Item

a) Approval of Grounds Maintenance Contract Options for 2019

Director Moss moved to approve Lawn Co. for lawn maintenance contracts for the pool grounds and Tammy Street park in the amount of \$6,410 + \$2,965, respectively, for a total of \$9,375. Director Rountree seconded. The motion passed unanimously.

Item 5: Standard Pricing Discussion

Ema said it was time to set annual pricing for the 2019 season. This is a resolution that is done every year February or March. At this point WARD has had a lot of operational changes and does not have a comprehensive picture, with the outsourcing of repairs and maintenance, of the cost to operate the pool. Ema said prices had not been raised in a couple of years. Director Moss asked if prices were raised last year. Ema said it looked like they were raised in 2015. Director Moss clarified that those were swim lesson prices. Laura said that admission fees were raised in 2017 but had not been raised in 2018. Laura said that swim lesson prices at WARD are lower than other places in the valley and would like to raise the swim lesson fee to \$50 per group and \$110 for private lessons. Ema said that next year after a full year of operations there would be some availability for further analysis. Director Moss said that next year will provide good opportunities for analysis and that the mission of the pool is to provide a public service. The price of swim lessons and admissions was not intended to make back costs. Director Rountree said that he would prefer to leave costs where they are at this point until a current cost of operations is established. Director Moss said that that future capital expenditures, such as a lap pool, would require saving and may be something to consider in coming years pricing discussions. Director Moss said he would prefer to leave the pricing alone for 2019. Ema said that swim team fees are also a topic to discuss. Director Moss said that there is not a desire to increase swim team fees at this time. Director Moss asked how the pricing is set up. Ema said it is a per swimmer per year fee that is self-reported at the end of the season. Laura said the high school swim teams swim two hours per day each. Director Moss asked about the other swim teams that use the pool; Ema said Killer Whales and Streamliners both use the pool. Director Moss asked why there were different rates for summer teams and high school teams. Rachelle Bird said that the Killer Whales Swim Team had been in Meridian for many years represented Meridian. In the past WARD had allowed Killer Whales to practice fee-free at the pool. A few years back it was decided that Killer Whales needed to pay fees for swim meets. Director Moss said that the pricing could be per hour rather than per swimmer per season, but if the pricing setup is working now there is no need to change it. Director Rountree said that the pricing structure makes sense for now. Director Moss discussed pricing impacts to swim teams. Laura said in the future we could set a flat rate for the year based on prior years usage numbers. Ema said that typically standard pricing is reviewed in the spring but could be reviewed in the fall next year. Director Moss said

that he had spoken with Jason Warr about swim team fees during a discussion about a lap pool. Director Rountree said to leave the swim team fees for this year.

Item 6: Action Items

- a) Approval of 2019 Standard Pricing Resolution**
- b) Approval of Killer Whales Contract for 2019**

Director Moss moved that the board adopt the standard pricing as presented with no changes from last year; Director Rountree seconded. The motion passed unanimously.

Ema said that the Killer Whales contract for 2019 is the same contract that has been used in prior years but has been updated for dates and times. There is no fee to swim each day but the team pays \$1,200 per meet. Director Moss and Director Rountree said that the pricing should remain the same for 2019. Ema asked how many kids Killer Whales had each year. Rachelle Bird said up to 150. Director Moss and Rachelle discussed where the Killer Whales practiced. Killer Whales has meets at Borah, Capital, Fairmont, West Y, Boise Rec Swim Club. Director Moss said that the Streamliners are also a swimming team that practices at the WARD pool. Rachelle Bird said that Streamliners are a USA sanctioned swim team. Killer Whales is a recreational team. Director Moss said that it makes sense that the home swim club have a home at the pool to further WARD's mission. Director Rountree asked if Killer Whales advertised at the pool. Rachelle Bird said there is a link on the Meridian Community Pool website but that they don't actively advertise because they have a high demand. Director Rountree asked about registration fees. Rachelle Bird said Killer Whales charges \$120 per swimmer and pays fees to WARD, Boise Parks and Rec., kids uniforms, pictures, etc. Director Moss said that the values of Killer Whales are in line with the mission and values of WARD.

Director Moss moved to approve the agreement for use of the swimming pool with the Killer Whales for 2019; Director Rountree seconded. The motion passed unanimously.

Item 7: Discussion of 2019 Investment Policy Resolution

Ema discussed the history of WARD's investment policies. A new policy has been run through legal and the investment professionals and mimics Ada County's Investment Policy.

Item 8: Action Item

- a) Approval 2019 Investment Policy Resolution**

Director Moss moved to approve the Investment Policy Resolution; Director Rountree seconded. The motion passed unanimously.

Item 9: Pool Manager's Report

Laura said that she spoke with Frank again regarding the shade structure project at the pool. He said that the paint would be included in the bid. The plans need run by an engineer and Frank has one that will look at it for approximately \$1,000. Director Moss asked if the vendor could install the unit. Laura said yes but that the engineering would be separate. Director Moss said that WARD needed a construction manager that could be consulted on small projects. Director Moss and Director Rountree discussed the proper process to add a structure. Laura said that parents and grandparents need shade while watching swimmers at the pool. Director Rountree said that WARD needed to find a company that

could provide a turn key project. Director Rountree and Director Moss asked Laura to look for another vendor. Laura said that there are other shade options available such as umbrellas. Laura does not think that a suit spinner is needed for the pool at this time. She is looking into the possibility of adding a dryer upstairs for the staff.

Item 10: Secretary Treasurer Report

Ema said that she would be out of the office on April 17th for a purchasing training. At the last board meeting there was discussion on some new employee policies. Ema is working with HR to get the new policies drafted. Ema has been working with IT to resolve some issues at the pool; IT will be at the next board meeting to discuss corrections that need made. The Tammy Street property lateral moving cost inquiry is still in process. The pool building needs winterization, HVAC and other maintenance. Director Rountree and Director Moss said that vendors needed to handle these things. There will be a payroll discussion next month. Ema asked if there were any financial documents that the board would like to be able to access remotely. The refugee movie that was filmed at the pool was posted in the Meridian newspaper.

Item 11: Miscellaneous

Director Moss said that WARD had received a plan from Breckon in the fall to fix the pool deck drain issue. Director Moss looked at the plans yesterday and reviewed the plans with Roger and Mike from the City of Meridian. The plans would cross the parking lot and go to a drain that is a park drain that cannot handle that amount of water. The current plans may not be a feasible solution for WARD. Director Rountree and Director Moss discussed the plans and potential for future remedies. Director Moss is going to look into the Breckon plans with the City of Meridian.

Hearing no other business, Director Wardle adjourned the meeting at 1:09pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer, Western Ada Recreation District.