

Western Ada Recreation District
Meeting Minutes

May 16, 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 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: Discussion of Pool Building Warranty Items with Bill Garcia of The Ewing Co.

- a) Brick Cracking**
- b) Handrail Paint Chipping**
- c) Toilet Partitions in Women's Restroom**

Bill said that he is still working on the brick cracking issue and does not have an answer yet. The manufacturer was out to look at the brick in March. One of the cracked bricks had a cracked foundation behind it; it is unknown if that caused the brick to crack or not. The brick company suggested that there may not have been enough mortar used; Bill does not think this is accurate. The brick company is going to track down the shipment and research further. There may need to be more brick taken off of the front of the building for sampling. Bill will continue to work on the issue. Director Wardle asked if the structure of the building is in any imminent danger. Bill said no. Some of the bricks may come loose if the concrete shifts on the pool deck. Bill sent a letter from the paint manufacturer representative regarding the chipping paint on the handrails at the pool. Bill said that the railing design is hard to coat with paint and cannot be powder coated as it is welded in place. The suggestion of the paint company is to use the same paint or use an alkaline primer with a top coat for durability. It is an ongoing maintenance issue. Bill said that the toilet partitions in the women's restroom had been repaired.

Laura said that the men's restroom also had a stall that was warping. Director Rountree asked Bill to continue working with the manufacturer regarding the brick. Ema asked if we wanted to have the maintenance staff address the chipped/rusty paint areas. Director Rountree said to leave it for now. Director Wardle asked if the potential shade structure contractor could fix this. Laura said that she believed the shade structure was coated and painted elsewhere and then installed on site. Director Wardle said that the paint chipping on the handrails would be addressed in the future.

Item 4: Discussion of Dryer Installation in Staff Lounge Area

Laura said that the cost to run power from maintenance room to the staff lounge would be a couple thousand dollars; running power to an area near the elevator would be a couple hundred dollars. Director Moss asked where this would be and if there would be any ADA restrictions. Laura said she preferred the dryer upstairs but the cost is more. Director Rountree said his preference was for staff to continue to hang towels outside to dry. Director Wardle said he concurred and that it didn't appear as though there was an easy solution to the issue. Director Rountree asked if there was a previous issue with having the towels hanging on the railing. Laura said that was an aesthetic issue with prior management.

Item 5: Review/Discussion of Shade Structure Quote from Recreation Today

Laura got a quote from Recreation Today for a start to finish project. The only hold up is that Recreation Today needs 3 feet of clearance for concrete work. Bill had said that there was about 1 foot of workroom because the pipes lay at 2 feet. There are only two spots where the shade structure would need anchored in. The last quote from Frank (KB Fabrication) came out to \$17k. Director Wardle asked what the consideration was for; KB Fabrications \$17k bid or Recreation Today's \$12k? Ema said that the issue is what is under the concrete on the pool deck, where it is, and if anything would be hit during drilling. Bill said that everything should be 4 feet down, but when things are buried there can be some unintentional discoveries. The power to the pole lights is about 1 foot down. Drilling out the concrete and excavating by hand would be ok. Director Wardle asked when we were proposing to do the work. Laura said that it would take 2 4-hour days to get the work done. Director Wardle asked if this is something that could be done before the pool was opened. Laura said no. Director Rountree said that the permit lead time is 8-12 weeks. Director Moss said that this may be something we should budget and plan for next year. Director Wardle asked if the board wanted to have this done during the season. Director Moss said he would prefer to wait. Director Rountree said he is good with the existing layout of the pool deck and there are multiple things to consider with the project. Director Moss said the other option is to come up with some pool deck umbrellas with a weighted base. Director Wardle said that this project will be tabled for now and that research for temporary solutions should be done.

Item 6: Actions

a) Approval of Shade Structure Quote from Recreation Today

No action at this time.

Item 7: Pool Deck Drain Solution Discussion

Director Moss said that the staff at the City of Meridian Parks and Recreation Department is willing to help with the pool deck drain solution at the pool, much like they are managing projects at Fuller Park. Director Moss said that essentially the ground needs to be drilled down to get to free drain material, fill

it with rock, and use the existing sidewalk hole as the overflow for very heavy use days. The ball park cost for this would be under \$10k. Director Rountree said that this would be great with the understanding that the district will need a solid cost number and will have time frame restrictions. Director Moss said that the intent at this point would be for FY2020 budget consideration and work to be completed in the future.

Item 8: Action Item

a) Approval of Collaboration with the City of Meridian for Pool Deck Drainage Solution

No action at this time; action will be taken when Mike Barton provides a memorandum for the project.

Item 9: FY2019 Budget Adjustment Discussion

Ema said we knew there would be a categorical budget adjustment based on the maintenance agreement we have with the City of Meridian for the maintenance agreement at Fuller Park. At the time the budget was done for FY2019 the agreement with the City of Meridian was not complete. Fuller Park anticipated expenses were categorized individually, but should now be moved to Repair and Maintenance for Fuller Park. Director Wardle clarified that this budget amendment does not change the total anticipated revenue or total anticipated expenses, but is just a categorical budget adjustment. Ema discussed the remaining budget category adjustments.

Item 10: Action Item

b) Approval of FY2019 Budget Category Adjustments

Director Wardle moved to approve the Fiscal Year 2019 budget category adjustments as presented; Director Rountree seconded. The motion was approved unanimously.

Item 11: Discussion of Policy for Unattended Minor Children at the Pool

Ema said she wanted to make sure that everyone is on the same page. Laura said that children walk, bicycle or get dropped off here at the pool. The rules for these children has changed over time with different management. Most recently children under 12 were not allowed to come to the pool without a signed liability waiver each time. Laura discussed policies for other pools in the Treasure Valley. Director Moss asked if having kids dropped off is causing problems. Laura said not at this time, but if there were an emergency the pool staff would not know who to contact for these kids. Ema said she asked ICRMP and they did not have any input for liability purposes. Director Wardle said that we are a public pool and do not need a liability form, and this is more of a deterrent to swimmers. WARD should have the same policies as other municipalities. Director Rountree said that if there are issues on a day to day basis that action should be taken, but having a policy that is the same as other city pools makes sense.

Item 12: Pool Managers Report

Laura said that the pool opens in two weeks. The first order with Food Services of America has been placed for concessions inventory. The broken water fountain has been fixed. Lesson training has been completed and lifeguard training is starting. Private lessons are nearly full. Laura asked what the direction of the board was for donations to various organizations. Director Wardle said that donations for schools, sports, etc. are not the direction of the board, however scholarships are. Director Moss said that the Parks & Recreation Department has a scholarship program that is funded through donations. Director Wardle said

that for this year this should be done via a scholarship; next year a policy should be put in place. The board agreed on a 1 session of 10-day swim lessons scholarship for children qualified by other organizations. Director Wardle said that a press release should be done that focuses on swim lessons. Director Rountree said that Shandy at the City of Meridian may be able to help.

Item 13: Secretary Treasurer Report

Ema said that she attended ICRMP training. Ema clarified purchasing requirements for WARD. At \$25,000 for professional services WARD has to start getting bids. At \$50,000 for goods and services and public works WARD has to start getting bids. Director Rountree discussed the grass at the pool. Ema said that the muriatic acid room has been cleaned up by the plumbing and HVAC companies. The new payroll system is much more efficient. We have 88 potential new hires coming on staff. The employee manual is nearly completed. Ema asked if the employee manual could be sent to the board via email for board concurrence prior to the next board meeting. Director Wardle said yes that this needed to be done and the board can resolve to adopt officially at the next board meeting. Ema said that the district may be able to save money by using a janitorial contract on the State of Idaho statewide contracts. Director Wardle said to look if WARD was under contract with Waxie. Director Rountree said to make sure that dispensers are swapped out 1 for 1.

Item 14: Miscellaneous

Hearing no other business, Director Wardle adjourned the meeting at 1:00 pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer, Western Ada Recreation District.