

Western Ada Recreation District
Meeting Minutes

November 13, 2018 Regular Business Meeting

In Attendance:

Shaun Wardle, Director
Tyler Rountree, Director
Ema Brenneman, Secretary-Treasurer
Laura Urias, Pool Manager

Absent:

Colin Moss, Director

Other Attendees:

Rachelle Bird, Killer Whales Swim Team

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

Item 1: Approve the Agenda

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

Item 2: Consent Agenda

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

Item 3: Discussion of the Fuller Park Restroom Project

Ema discussed the recent change order and water line dialogue from the November 6, 2018 special meeting. Director Rountree said that in prior years the restroom at Fuller Park had been winterized. There was not a discussion with neUdesign about having a year-round restroom during the planning phases. When the new building was built the existing water line was tagged. There are multiple T's and valves in the line that feed several other areas of the park. Director Wardle asked if the fields were being watered with city water. Director Rountree said that they were not, but there were various spigots around the park. Each line needs a backflow to be legitimate. In order to have water at the restroom 24/7 there will need to be rework so that the water is isolated; this was not discussed during the building phase. It is going to cost about \$7,000 to get rework and get the water isolated the way it should have been done when the building was built. The new building has heat and the purpose of that was to have a year-round facility. The restroom is currently closed and had to be winterized to keep the backflow from freezing. The only way to open it is to install the backflow and get the process started. Director Rountree said Mike Barton had been working with Lawn Co. to get the project started so that there wouldn't have to be porta potties on site all winter. Director Wardle asked if Lawn Co. was the correct vendor to do this work. Director Rountree said it was decided at the last meeting that WARD would wrap up the contract with Triple G and use another vendor for this rework. In addition, the bid from Triple G exceeded the Lawn Co. bid. Mike Barton went out and felt that the bid from Lawn Co. was

a fair bid from a competent contractor. Ema said that Mike Barton had requested the board discuss funding the correction. Director Wardle said yes that this needs to be corrected and that the project needs finished. Director Rountree said there are two conversations to have. This is the first one. Mike Barton has been taking care of the things that have been happening at the (Fuller) park. Director Wardle said he agreed with that. Director Rountree said the other issue with the park is the drainage. There was no engineering that was done prior to building the building. Mike Barton said that the building is approximately 18" too low. All the run of from the east field is running up and puddling up against the new building. There was talk of doing a French drain, but an engineer looked and said there would still be water against the foundation wall of the building. The only solution that the engineer could see was to survey the property and come back with a proposal to skin back the ground and reducing the grade coming into the bathroom from the east field. The survey to assess the correction was approved at the last board meeting. It was asked of neUdesign in the last board meeting if there was any survey done. neUdesign indicated that they were informed not to do a survey. The board has requested an inquiry to see why a survey wasn't done. Director Wardle said the first thing in construction is to shoot the grade. Director Rountree said that the issue is going to need corrected and then recourse and mitigation will need to be assessed. Director Wardle asked if the final bill had been approved. Ema said WARD just received the final billing which includes one change order and retainage. Director Rountree said WARD needs to get a clear answer on who made the decision and what route WARD wants to take.

Item 4: Action Item

A. Approval of Lawn Co. Bid for Potable Water Line Rework

Director Rountree moved that the board approve the bid; Director Wardle seconded. The contract with Lawn Co. in the amount not to exceed \$7025 was approved.

Director Wardle clarified that Mike Barton will take the lead on the project and give status updates, draw requests, and substantial completion notices as appropriate.

Item 5: Pool Manager Report

Laura has become certified as a CPO. The pool does not need multiple CPO's for the pool as long as one person is available at all times. Laura believes one to two more staff should get certified for coverage. Director Wardle said that WARD had sent the pool manager to the first available pool training. WARD is now in compliance and there is a local program at Central District Health. Laura said this would be a good option for additionally certified employees and that it costs \$25. Director Wardle said to get at least two other people certified. Laura has been in contact with Ellis regarding instructor requirements prior to entering a course which will be held at the Nampa rec pool in February. Some supervisors from last summer are eligible and may be interested in the training. Director Wardle asked if this was the lifeguard protocol and how many staff WARD was required to have with this certification. Laura said yes, and she would prefer to have 2 certified trainers as we are planning on hiring ~75 people for the 2019 season. Laura is waiting to hear back from potential employees on their interest. Director Wardle asked Ema if there is money in the budget for employee training. Ema said that the pool has about \$10,000 set aside each year in the budget for employee training. Laura has looked at the potential of the new shade structure and believes it will be very beneficial. Laura would like to have the shade not block the middle gate but has somewhere she would like to have it placed. Director Wardle said that the expenditure had already been approved in principle, but that the board needed a final cost and plan with the shades. Laura said she has been working with H2O Pools for a cost on a cover for the Kiddie pool. H2O Pools

delivers and picks up chemicals, helps set up and break down for the season and repairs major pump and filter breaks. Day to day chemical checks and filter changes are handled by WARD staff. Director Wardle said WARD would like to have a licensed professional delivering chemicals and setting them up. Director Wardle would like to see a flowchart for the employees to use that shows who to call if something goes wrong. Managers should be calling H2O Pools and deciphering between after hours emergency calls and regular hour business calls. Director Rountree said that the current chemical storage at the pool needed to be fixed with proper ventilation. Laura will contact H2O Pools to get a bid for ventilation. Laura said that there are chemicals in the pump room that should be moved. There is a shed outside, but it isn't known at this point if the shed is a good storage option. Director Rountree said if H2O Pools is going to take care of the pool that there may not need to be much stored at the pool. Director Wardle agreed and said that we needed an assessment of the corrosion issue, storage, necessary levels of storage, and where storage should be. Director Rountree asked if the movie had been done and what the final status was. Director Wardle asked Laura to follow up and see what the status was and if there would be a premier. Director Wardle asked what Laura's winter schedule would be. Laura said she is switching to Monday through Wednesday after classes. Laura is doing an inventory of the building, lesson dates, belly flop contest, dairy days, etc. Director Wardle said that this was fine and requested that Laura send a weekly summary to Ema.

Item 6: Secretary/Treasurer Report

Ema discussed purchasing and participating in statewide contracts that will represent a savings to the district. Ema has been working with Office Depot, Grainger, and Brady Chemical. Ema took a two-day Quick Books training in the beginning of the November and updated Quick Books from the 2016 to the 2019 software; the district has historically upgraded every three years. The new software has some great user-friendly functionality. The audit will be Ema's main focus over the next couple of months. Ema got a bid for a Keymark system for the pool building. Director Wardle asked if we were currently on a Keymark system. Ema said no. Director Wardle said that the pool building should be on a Keymark system with do not duplicate keys and that was expressed during the renovation. Ema said the cost to get the whole building on the system was \$3700. Ema asked if the whole building should be on the system, or just the main points of entry. Director Wardle said the whole building should be on the system and that this is something that should be done immediately. Ema and Laura have discussed having locked door policies on janitorial and other areas. Ema said that a landscape design company had looked at the Tammy Street property and asked what the board would like to do. Director Wardle said that the question is if the irrigation canal can be redirected. Director Rountree said moving the lateral would not leave a lot of buildable ground. Director Rountree said the lateral is split in the middle and the lots on each side of the park has wide lots. Director Rountree said that selling the lot could be an option. Director Wardle said that the request of the board is an answer as to the possibility of rerouting and the dollar amount. Ema will get Director Wardle and Breckon connected. Ema has met with ICRMP and our health insurance providers. ICRMP will be at the board meeting next month to present the policy. WARD's employee benefits are changing due to the group not having enough participants; dental and vision are no longer offered. Health insurance is continuing, and our representative has suggested that we switch to a higher deductible, lower office visit cost. There will be no additional cost to WARD to change plans. Director Wardle said he was OK with the change in plan, assuming no cost change, after a formal resolution item at the next board meeting. Director Wardle asked how many employees are eligible at this point. Ema said one, but the group will be eligible for benefits as more employees come on board.

Item 7: Miscellaneous

Director Wardle noted no miscellaneous items to be discussed.

Item 8: Executive Session

Hearing no further regular business, Director Wardle moved that the board enter into Executive Session pursuant to Idaho Statute 74-206(b). Director Wardle called for a roll call vote to enter executive session: Director Wardle, aye; Director Rountree, aye. The board entered Executive Session at 12:34pm.

The board returned to Regular Session at 12:45pm.

Hearing no other business, Director Wardle adjourned the meeting at 12:45pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer
Western Ada Recreation District.